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- San Francisco
HIV Health Services Planning Council – DRAFT MINUTES
Infrastructure & Policy (Implementation) Committee Meeting
May 7, 2003

Attendance Members: Catherine Geanuracos, Charlene Pugh, Anthony Huynh, Laura Thomas, Elyse Graham, Charles Siron

Attendance Others: Laura Thomas (SFPDH AIDS Office), Jessica Berman (Shanti)

Next Meeting: Wednesday, June 4th from 5:30 p.m. - 6:30 p.m.

Meeting called to order at 5:35 p.m. and was adjourned 6:14 p.m.

Introductions

DOCUMENTS DEPT.

Review and Approval of Agenda/Minutes

NOV 13 2003

Announcements Public Comments

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There was no public comment.

Purpose & Function

After several minutes of brainstorming the committee renamed itself the Infrastructure & Policy Committee.

Some of the functions and activities that the committee sees itself undertaking are: an active involvement in processes, policies and procedures (including updating and revising); examining Council activities to ensure that the Council, and the Planning committee, are working smoothly and accomplishing set tasks; and MOU. The committee envisions its primary role as relationship assessment (not service provision). The committee will look at the Council's own workings in relation to the grantee, between committees (intra-Council), as well as and reinforcing the infrastructure of the Council.

The mission statement of the Infrastructure and Policy committee is "To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee."

Catherine Geanuracos stated that there have been noticeable effects in the past when these activities were not taking place. She also gave the illustrative example of the how the Evaluation committee will look at how the AIDS office is performing (service delivery) and that this committee will look at how the AIDS office is fulfilling its obligations to the Council.

The general idea of 'deciding how to make decisions, about making decisions' was also briefly discussed.

This committee will look at how and when policies are developed and put into place, and developing a calendar of all of these activities; the first task will be collecting calendaring information from all committees. Charles Siron recommended building from the 3-year plan; and Laura Thomas commented that the creation of a full-year calendar that includes all Council and committee activities will be of great benefit to the Council.

Discussion also focused on having a role in Council trainings, committee policies and procedures, co-

chair responsibilities; and developing policies about adding items to Council meeting agendas, letters of support and writing op-ed pieces as a member of the Council, helping to develop MOU (heavy involvement for the first year, after which only a yearly/bi-year revision will be necessary); and the grantee relationship.

Catherine Geanuracos suggested inviting the people who headed up the Grantee Assessment process to present at the next meeting; this will be a formal opportunity to receive materials and for the committee to establish their role in this project. She also noted the need to negotiate with committee #1 about "who will do what" with the 3-year plan.

DPH Participation

Laura Thomas suggested that the committee may want to spend some time discussing what it would like to get from the AIDS office; for example, it is not unreasonable to request that at least one representative attend and make a presentation at each meeting. Catherine Geanuracos suggested monthly updates from the DPH. Laura Thomas noted that in previous years the Council has asked for an implementation plan from the DPH.

Committee members were asked to review the Grantee Assessment report prior to the next meeting; copies are available from Council support and Laura Thomas).

Co-Chair Nominations

Charles Siron and Charlene Pugh were nominated as the committees' co-chairs, the next elections will be held in October, 2003.

Meeting Time & Date

The Infrastructure & Policy committee will meet on the first Wednesday of each month from 5:30 p.m. - 6:30 p.m.; the committee will have a standard hour-long meeting unless it's determined that extra time is needed.

The next meeting will be held on Wednesday, June 4th from 5:30 p.m. - 6:30 p.m.

Next Meeting/Agenda Items

- Grantee Assessment Report Review
- MOU recommendations review and discussion about next steps

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

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San Francisco
 = HIV Health Services Planning Council
 = Infrastructure & Policy Draft Agenda
 Wednesday, June 4, 2003
 25 Van Ness Ave., Room 330 A
 5:30 p.m. – 6:30 p.m

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve Minutes	Group	5:35
4. Announcements	Group	5:40
5. Public Comment	Public	5:45
6. Grantee Assessment Review	Randy Allgaier	5:55
7. MOU	Group	6:05
<i>MOU recommendations review and discussion about next steps</i>		
8. Calendar Creation	Group	6:15
<i>Discuss what to include and next steps</i>		
9. Next meeting date & agenda items	Group	6:30

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Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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San Francisco

HIV Health Services Planning Council
Infrastructure and Policy Committee Meeting- Draft Minutes
Wednesday, June 4, 2003
25 Van Ness Ave., Room 330 B
5:30pm - 6:30pm

Council Present: Charlene Pugh, Charles Siron, Randy Allgaier, Brad Hume, Elyse Graham

Present: Laura Thomas (SFDPH AIDS Office), Michelle Long Dixon (SFDPH AIDS Office), Leah Crask (Council Adm. Asst.)

Meeting began 5:33 pm

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Introductions

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Review/ Approve Agenda

Brad Hume moved to approve the agenda. The agenda was approved.

Review/Approve Minutes

Charlene Pugh moved to approve the minutes. The minutes were approved.

Announcements

Brad Hume announced that he had sent an email out regarding council members who have resigned and one who has passed away. It is possible that the Council will be down in membership by 10-12 members in September. If you know anyone who might be a potential council member please get the word out.

Charlene Pugh announced that Denti-Cal has changed their scope of services and is eliminating post terrier crowns as of July 1st but CARE will still cover crowns.

Randy Allgaier sent out an email about the governor's proposals around Medicaid, encouraging people to contact Governor Davis and let him know what is needed. Also things are heating up in DC over Medicare prescriptions drugs, every leading politician is coming out with their own prescription program so stay abreast of this topic. The Staying Alive Conference is in Denver in August, it is also 20th anniversary of the Denver Principles, would like to see if Council money could go to bring some people with HIV/AIDS to the conference and the Conference has minimal scholarships available. This will be brought up with the Community Outreach and Advocacy Committee.

Brad Hume mentioned that it would be good for council support to be in the loop regarding all these training and conferences. It was mentioned that they are sent out on the Yahoo! Group by those who get the announcements.

Public Comment

There was no Public comment.

Grantee Assessment Review

Randy Allgaier presented the grantee assessment. This asked the question, did the grantee sufficiently provide services to those in greatest need, then the taskforce went through and developed a measurement and assessment finding table. There is a timeline for this starting in May. This was to ensure that the Council was not asking for additional reports or data which were not available in that time frame. There were three surveys, one to all Council Members, one to providers, and one grantee self assessment, all of this information is then taken together to come up with a basic score. The question of what part of this process the evaluation committee and the Infrastructure and Policy committee will take over. Randy Allgaier suggested that the evaluation committee do the on-going reports and this committee (infrastructure and Policy) do the annual assessment. These are two separate processes so it seems to be a natural place to divide. Charlene Pugh agrees though emphasizes that these two committees must work closely together. It is most important for infrastructure and policy to keep anything that influences the MOU. Randy Allgaier explained that the evaluation committee is there to evaluate how the planning council does its work in conjunction with the grantee and making sure the money goes to the places of greatest need. In the data that comes from these the committee will be able to see if they were effective in making change, and this is the charge of evaluation committee. Michelle Long Dixon expressed concern about the amount of committees and that some of the reports are not monthly but quarterly or bi-annually. Charlene Pugh explained that the MOU is now in this committee and they were discussing about placing the grantee assessment here also. So evaluation brings report on the assessment to infrastructure and policy, but anything that has to do with annual reports goes to infrastructure and policy. The Evaluation committee will be looking at how things have been done; the tools and the results and then can make recommendations. It was clarified that the AIDS Office should only have to give the information to the Council once and then the Council and committees responsibility to get the information out. It was decided at the last meeting that this information stays here and a lot of what the evaluation committee will do is dependant upon the infrastructure committee. Randy Allgaier explains that the assessment was put together to start this year in May. Charlene Pugh asked that by next meeting the committee should have read this assessment document. It was mentioned that the committee needs to work on the MOU at the same time. Randy Allgaier explained that if you look at timeline, there is very little that relates to the MOU, so the grantee assessment for HRSA is different than the development of the MOU. Charlene Pugh stated that the grantee self assessment and the council survey should reflex the MOU. Michelle Long-Dixon mentioned that the Council is not aware that this timeline has started and it should be made known and the Council needs to be aware of some of the changes. Laura Thomas mentions that Council Staff should be responsible for keeping track of the documents and report them to the Committee.

Randy Allgaier asked for the goals, timelines, and objectives from this committee. It was mentioned that these are in the second paragraph of last meeting minutes.

MOU

Laura Thomas explained the scope of the MOU. Laura had taken the legislation itself and came up with a whole list of items for the grantee and planning council to do, including roles and responsibilities. Pat Dunn's is very focused on the grantee assessment and these are two different models, it would be helpful if we were all on the same page. Laura Thomas has a list of items which also show up in the legislation, grantee (handed out), planning council, staff, and membership. Charlene Pugh asked that the committee review this item and come back to it next meeting. Brad Hume asked if the grantee assessment part of this has started or do we want to wait until the MOU is complete and agreed upon to start the process. Charlene Pugh mentioned that it is better to wait for the MOU and Elyse Graham agreed. Michelle Long Dixon stated that should go ahead and start the documentation retroactive to May. A discussion about the deadline for the MOU completion followed. Charlene Pugh stated she would like to have the MOU completed by July. Laura Thomas mentioned that if it is completed by the end of August she will be able to write it up in the grant application for the end of September. Charlene Pugh stated that she would like to present it to the Council at the second July meeting.

Michelle Long Dixon asked where to send the documents, where will a file be kept. These should be sent to Council support and kept there. Randy Allgaier and one of the co-chairs will meet with Leah Crask to go over what is expected. Randy Allgaier stated that the tracking of these reports was so the Council would know when the information was available. Michelle asked if the committee would like to use the documents or just check that they are submitted on time. Committee agreed that it is an issue of compliance and if they can receive a copy of the letter from HRSA showing that these documents have been filed that would be sufficient. Randy Allgaier mentions that in Chapter 4 it is mentioned who has what documents, so it should not be too difficult to ask the appropriate person for the letter.

Next agenda

- MOU development, roles and responsibilities

Laura Thomas asked that people go over the list and let them know if more detail is needed.

- Calendar creation was tabled and will be discussed next meeting.

- Grantee Assessment discussion and update on documents

- Possible second meeting in July

- Next meeting is on July 2nd at 5:30pm.

Meeting adjourned 6:45pm.

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- San Francisco
= HIV Health Services Planning Council
= Infrastructure and Policy Committee Draft Agenda
Wednesday, July 2nd 2003
25 Van Ness Ave., Room 330 A
5:30 p.m. - 6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes	Group	5:40
4. Announcements	Group	5:45
5. Public Comment	Public	5:50
6. MOU Development <i>Roles and Responsibilities</i>	Group	5:55
7. Grantee Assessment <i>Discussion and Update</i>	Group	6:05
8. Calendar Creation <i>Discuss what to include and next steps</i>	Group	6:15
9. Next Meeting Date and Agenda <i>Possible second meeting in July</i>	Group	6:25

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— San Francisco

HIV Health Services Planning Council

Infrastructure and Policy Committee Meeting Minutes (DRAFT)

Wednesday July 2, 2003
25 Van Ness, Room 330 A

5:30 - 6:30 p.m.

Members Present: Charlene Pugh, Brad Hume

Others Present: Joe Fera (Director of Community Support), Laura Thomas (AIDS Office), Leah Crask (Council Adm. Asst.)

1. Introductions

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2. Review/Approve Agenda

The committee did not have quorum.

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3. Review/Approve Minutes

The committee did not have a quorum of members; the approval of minutes was postponed until July 17.

4. Announcements

Brad Hume announced that this committee needs some more home committee members and perhaps some shifting of people could be done in order to add some Council members to this committee. He will bring this up at Membership.

Laura Thomas announced that Michelle Long Dixon would not be at this meeting.

5. Public Comment

There was no public comment.

6. MOU Development

Charlene Pugh began the discussion about the creation of the MOU between the DPH-AIDS Office and the Council using the document from Laura Thomas as a guide. Laura Thomas explained the goal for the MOU is to lay out the various roles and responsibilities and to make sure everyone is in agreement and knows what is being assessed. This understanding would be what the calendar of activities will be developed from in the future.

It was stated that there should be a statement about the communication between the AIDS office and the Council surrounding the coordination of prioritization and solicitations. In addition, the AIDS office should be sensitive to the fact that the Council is not always sure what calendar is being followed. The Council also needs to be more rigorous about how decisions are made and how they are carried out. Laura Thomas explained that the AIDS office has an RFP plan and this should be given to the Council in the future.

Joe Fera asked how quickly the AIDS office could respond to decisions and changes the Council might

make. Laura Thomas explained that if changes were made to the funding categories then the AIDS office would put them in place by March 1st this next year.

The Council will receive the RFP Plan annually. It was decided that Laura Thomas would create a draft of the MOU between the AIDS office and the Council for the next Infrastructure and Policy Committee meeting. Charlene Pugh mentioned that the MOU would be a good tool to have for the grantee assessment and would more fully explain the administration of the grant.

There was a discussion about whether or not the CEO, Mayor Brown, needs to be engaged in this process if there are roles and responsibilities for the CEO. It was decided to not include the roles and responsibilities of the CEO in this MOU. It was also decided to not add the appropriate committee's to which item on the MOU goes because this could change over time and then the MOU would need to be updated. A memo could just be added which included the appropriate people/committees in the future.

Laura Thomas mentioned that when the Council makes a decision it is not communicated to the providers, would this be the responsibility of the Council, the AIDS office or the providers. In the past, the Director has handled press releases and media questions. Joe Fera mentioned there might be an opportunity to do media training with the Council co-chairs and the Committee co-chairs.

7. Grantee Assessment

It was decided to use the timeline from the April 2003 Assessment of the Administrative Mechanism for the grantee assessment. Laura Thomas mentioned that she thought these documents were to be submitted to Council staff, not necessarily presented at Council meetings.

The Council staff will get the information from DPH and then the staff reports that the documents were received by HRSA to the Infrastructure and Policy Committee.

8. Calendar Creation

Charlene Pugh mentioned the need to communicate with all the committees to create their own calendars so then the Infrastructure and Policy Committee would create a master calendar. This should start in October but committees should be thinking about it now. The committees can turn in their calendars to the staff and then the staff will see that they get to the Infrastructure and Policy Committee. This will be brought up in the July Council meeting.

9. Next Meeting Date and Agenda

Next meeting will be held Thursday July 17th at 5:30-6:30pm. At this meeting, the MOU draft will be discussed. Minutes from June 4th and July 2nd will be approved.

Meeting adjourned 6:35pm

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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Membership Committee | Planning Committee | Steering Committee

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= HIV Health Services Planning Council
= Infrastructure & Policy Draft Agenda (DRAFT)
Thursday, July 17, 2003
25 Van Ness Ave., Room 330 A
5:30 p.m. – 6:30 p.m

Item	Presenter	Time
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes	Group	5:40
<i>June 5, 2003 and July 2, 2003 Minutes</i>		
4. Announcements	Group	5:45
5. Public Comment	Public	5:50
6. MOU Draft Presentation		
<i>Draft of the MOU between DPH and Council</i>	Laura Thomas	5:55
7. MOU Discussion		
<i>Discussion draft MOU and decide what to take to the Council</i>	Group	6:05
8. Next meeting date & agenda items	Group	6:20

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- San Francisco
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 = Infrastructure & Policy Draft Agenda (DRAFT)
 Thursday, July 17, 2003
 25 Van Ness Ave., Room 330 A
 5:30 p.m. – 6:30 p.m

THIS MEETING WAS CANCELLED

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Item	Presenter	Time
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes	Group	5:40
<i>June 5, 2003 and July 2, 2003 Minutes</i>		
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HIV Health Services Planning Council
 730 Polk Street San Francisco, CA 94109

 San Francisco Department of Public Health, AIDS Office
 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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Membership Committee | Planning Committee | Steering Committee

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HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda (DRAFT)
Wednesday, August 6, 2003
25 Van Ness Ave., Room 330 A
5:30 p.m. – 6:30 p.m.

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Item	Presenter	Time
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<i>June 5, 2003 and July 2, 2003 Minutes</i>		
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7. MOU Discussion		
<i>Discussion draft MOU and decide what to take to the Council</i>	Group	6:05
8. Next meeting date & agenda items	Group	6:20

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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San Francisco
HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes
Wednesday, August 6, 2003
25 Van Ness Ave., Room 330 A
5:30 p.m. – 6:30 p.m.

Committee Members Present: Charles Siron, Elyse Graham

Committee Members Absent: Charlene Pugh

Council Members Present: Brad Hume, Catherine Geanuracos, Darnell Durio

Others Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Michelle Long Dixon (HIV Health Services), Laura Thomas (HIV Health Services)

1. Introductions

2. Review/ Approve Agenda

The agenda was approved.

3. Review Approve Minutes

The minutes from June 5, 2003 and July 2, 2003 were approved.

4. Announcements

Council Member Geanuracos announced the joint meeting with the HIV Prevention Planning Council was successful. The discussions during the meeting were very informative and a working group has come out of the meeting to discuss prevention with positives.

5. Public Comment

There was no public comment.

6. MOU Draft Presentation

Laura Thomas presented a draft of the Memorandum of Understanding (MOU) between HIV Health Services and the Planning Council. The draft was based on the recommendations from Pat Dunn and the ideas from the committee. A sense of when documents should be provided from the grantee was included in the MOU draft. The committee read over the draft MOU. Catherine Geanuracos mentioned there should be quarterly meetings between the Council co-chairs, Council support staff and the grantee staff.

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7. MOU Discussion

Michelle Long Dixon suggested that the MOU did not designate specific committees to receive reports from the grantee. If specific committees were designated in the MOU, then the MOU would have to be updated whenever the committee structure changed.

The committee agreed page 2 of the MOU, item 5, under Determining Needs, should say *will be available within 5 **working** days of request*. Create and maintain an annual calendar was added to Council Administration. On page 8, item 1, under “Unfund”: Unexpended or unobligated funds, will be changed to: *The grantee will inform the Council of the amount and type of “Unfunds” available within 60 days after the grantee is notified*. (Michelle Long Dixon will ask accounting if this is feasible). On page 1, under the topic Duration, the second sentence was changed to add: *The Planning Council may revoke or **amend** the MOU by a written notice from the Council co-chairs based on a vote of the Council membership*. The Council will let the grantee know to which committee each report should be sent. The Council is going to start working on a master calendar, which will address where some documents should be sent. Joe Fera and Laura Thomas will work on the introduction to the MOU. A section on conflict resolution will be added to the MOU and discussed at the next Committee meeting.

The Committee would like to present the MOU to the Council in September for discussion, then take the MOU back to Committee for revision and bring to a vote in October at the full Council.

8. Next meeting date & agenda items

The next meeting will be September 3, 2003 from 5:30-6:30 p.m.

The meeting was adjourned at 6:25 p.m.

AUG 28 2003

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— HIV Health Services Planning Council
— Infrastructure & Policy Draft Agenda (DRAFT)
Wednesday, September 3, 2003
25 Van Ness Ave., Room 330 A
5:30 p.m. – 6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes	Group	5:40
<i>August 6, 2003 Minutes</i>		
4. Announcements	Group	5:45
5. Public Comment	Public	5:50
6. Revised MOU	Group/ Laura Thomas	5:55
<i>Discuss the revised draft MOU and vote whether to take to the full Council.</i>		
7. Calendar Creation	Group	6:05
<i>Discussion of Council Master Calendar and Committee Calendar</i>		
8. Next meeting date & agenda items	Group	6:20

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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PACKET IS AVAILABLE FOR REVIEW AT HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109 RECEPTION DESK.

~~San Francisco~~
HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes
Wednesday, September 3, 2003
25 Van Ness Ave., Room 330 A
5:30 p.m. – 6:30 p.m.

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Committee Members Present: Charles Siron

Council Members Present: Brad Hume

Committee Members Absent: Charlene Pugh, Elyse Graham

Others Present: Joe Fera (Director of Community Support), Laura Thomas (HIV Health Services), Michelle Long Dixon (HIV Health Services)

1. Introductions

2. Review/Approve Agenda

The agenda was not approved, the Committee did not have a quorum of membership.

3. Review/Approve Minutes

The approval of the minutes from August 6, 2003 was tabled until the next Committee meeting.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Revised MOU

The Committee discussed the draft MOU. It was decided to add a section on conflict resolution to the MOU. Joe Fera would be responsible for doing this in consultation with Laura Thomas. It was also decided that the grantee assessment would be added to the MOU.

7. Calendar Creation

This agenda item was tabled until the next committee meeting.

8. Next meeting date & agenda items

The next meeting will be on Wednesday, October 1, 2003 from 5:30-6:30 p.m.

Agenda items will include:

- Revised MOU
- Calendar Creation

SEP 25 2003

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=HIV Health Services Planning Council
 =Infrastructure & Policy Draft Agenda
 Wednesday, October 1, 2003
 25 Van Ness Ave., Room 330 B
 5:30 p.m. – 6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes	Group	5:40
<i>August 6, 2003 and September 3, 2003 Minutes</i>		
4. Announcements	Group	5:45
5. Public Comment	Public	5:50
6. Revised MOU	Group/ Laura Thomas	5:55
<i>Discuss the revised draft MOU and vote whether to take to the full Council.</i>		
7. Calendar Creation	Group	6:05
<i>Discussion of Council Master Calendar and Committee Calendar, including the role of Council Support.</i>		
8. Next meeting date & agenda items	Group	6:20

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HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes
Wednesday, October 1, 2003
25 Van Ness Ave., Room 330 B
5:30 p.m. – 6:30 p.m.

Committee Members in Attendance: Charles Siron, Charlene Pugh

Committee Members Absent: Elyse Graham

Council Members in Attendance: Brad Hume, Joe McMurray

Other Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Laura Thomas (HIV Health Services), Michelle Long Dixon (HHS)

1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The minutes from August 6, 2003 and September 3, 2003 were approved.

4. Announcements

Joe Fera announced that any Council Members, who have not turned in the evaluation form to Council Support, please turn it in as soon as possible.

Laura Thomas presented a grantee assessment request to the Committee. The grant application calls for a copy of the current grantee assessment methodology and the most recent report. She asked if someone in the committee would be willing to do a progress report for the grant application. Council Member (CM) Pugh agreed to write a progress report and email it to Council Support and Laura Thomas. This report is needed in the next couple of weeks.

5. Public Comment

There was no public comment.

6. Revised MOU

Michelle Long Dixon announced she had made some changes in the draft MOU (Memorandum of Understanding) and the committee reviewed these changes. She is also checking on language to add about the Unfunds timeline.

On page two (2), under the heading Determining needs, number three (3) should be specified to say CARE Act Legislation. Through out the document the Grantee should be referred to with a capital G. The Model of Conflict Resolution will be included before the accompanying chart at the end of the document. The Grantee Assessment should be included as an attachment to the final MOU document, this will be mentioned on page seven (7) under item number seven (7).

The Committee voted to forward this on to the Council for discussion at the next full Council Meeting and a vote at the November Council Meeting and Council Support agreed to send the document out for

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Council Member review with a memo of explanation before the next Council Meeting mailing. The vote was unanimously in favor of forwarding the MOU to the Council.

7. Calendar Creation

Laura Thomas distributed a draft Council calendar as a starting point for creating the Council calendar. The Committee reviewed this draft and decided to hand out the draft at the October Steering Committee meeting and have all the Committee Co-chairs fill in their Committee calendar, then turn their Committee calendars in at the November Steering Committee meeting. This Committee will then meet after the Steering Committee in November, on November 19, 2003 from 5:30-7:00 p.m. A draft of the Council calendar will be created at the November Committee meeting to present to the full Council at the November Council Meeting for approval.

The Committee asked Council Support to include the Committee's mission statement and activities at the bottom of each agenda.

The Committee discussed items for their Committee calendar. These items include:

- Grantee Assessment-including Council Survey and a Provider Survey
- Policy and procedures Manual for the Council
- Review of the By-laws
- Unobligated funds policy
- MOU- review and updates
- Review Committee Structure

8. Election of Committee Co-chairs

CM Hume nominated CM Pugh and she accepted the nomination. CM Siron was already nominated. The committee voted unanimously in favor of the two co-chair nominations, CM Pugh and CM Siron.

9. Next meeting date & agenda items

CM Pugh motioned to change the Committee meeting time to 5:30-7:00 p.m. The Committee voted all in favor of this time change.

The next Committee meeting will be on Wednesday, November 19, 2003 from 5:30-7:00 p.m.

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- HIV Health Services Planning Council
 Infrastructure & Policy Draft Agenda
 Wednesday, November 19, 2003
 25 Van Ness Ave., Room 330 B
 5:30 p.m. – 7:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes <i>October 1, 2003 Minutes</i>	Group	5:40
4. Announcements	Group	5:45
5. Public Comment	Public	5:50
6. MOU Next Steps <i>Plan vote for the November Council Meeting.</i>	Group	5:55
7. Calendar Creation-VOTE <i>Discussion and creation of Council Master Calendar and Committee Calendar, including voting to bring the final Calendar to the Full Council in November.</i>	Group	6:00
8. Un-obligated Funds <i>Russ Zellers will present the un-obligate funds amount to the Committee.</i>	Russ Zellers	6:15
9. Grantee Assessment <i>Discuss where the Grantee Assessment should be placed with the Evaluation Committee Co-chairs.</i>	Group/Eval.	6:20
10. Next meeting date & agenda items		

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~~Infrastructure & Policy Draft Minutes~~
Wednesday, November 19, 2003
25 Van Ness Ave., Room 330 B
5:30 p.m. – 7:00 p.m.

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Committee Members Present: Charlene Pugh, Charles Siron, Elyse Graham

Committee Members Absent:

Council Members Present:

Others Present: Joe Fera (Director of Community Support), Michelle Long Dixon (HIV Health Services), Mike Smith (AIDS Emergency Fund)

1. Introductions

2. Review/Approve Agenda

The agenda was approved, taking out agenda item 8. Un-obligated Funds because Russ Zellers was not able to attend the meeting.

3. Review/Approve Minutes

The minutes from October 1, 2003 were approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. MOU Next Steps

The Steering Committee took the MOU vote off the draft Council Meeting agenda and recommended to the Committee to add Quality Assurance language. The Committee discussed this and decided since at the last Council Meeting it was agreed to add the Quality Insurance next year, the Committee will forward the MOU as it is to the full Council for a vote at the January meeting. The Committee also mentioned that the Council and the AIDS Office have been working within the parameters of the MOU even if it has not been approved as of yet.

7. Calendar Creation-VOTE

Council Member (CM) Pugh presented a draft of the Committee calendar. The Committee reviewed the draft and made changes. The Committee then agreed CM Pugh will make the changes and then email the draft to Council Support to be included in the draft Full Council Calendar. Please see the attached Committee Calendar.

8. Un-obligated Funds

This agenda item was cancelled.

9. Grantee Assessment

The Committee agreed that the Grantee Assessment should be placed in the Evaluation Committee for the on-going process. Any changes to the Grantee Assessment should be made in this Committee, Infrastructure and Policy.

10. Next meeting date & agenda items

Possible agenda items include:

-Council Calendar

The next Committee meeting date was changed to Thursday, December 4, 2003 from 5:30-7:00 p.m. for the December meeting only.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

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HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Thursday, December 4, 2003
25 Van Ness Ave., Room 330 B
5:30 p.m. – 7:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes <i>November 19, 2003 Minutes</i>	Group	5:40
4. Announcements	Group	5:45
5. Public Comment	Public	5:50
6. Master Calendar Creation <i>Discussion and creation of Council Master Calendar.</i>	Group	5:55
7. Update Severe Need Definition <i>The Committee will review and update the Severe Need Definition.</i>	Group	6:25
8. ISM Solicitations and Recommendations <i>Russ Zellers (HIV Health Services) will present the ISM solicitations and recommendations to the Committee.</i>	Russ Zellers	6:40
9. Next meeting date & agenda items	Group	6:50

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HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes
Thursday, December 4, 2003
25 Van Ness Ave., Room 330 B
5:30 p.m. - 7:00 p.m.

Committee Members Present: Charles Siron, Elyse Graham, Charlene Pugh

Committee Members Absent:

Council Members Present:

Others Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Russ Zellers (HHS)

1. Introductions

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2. Review/Approve Agenda

The agenda was approved.

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3. Review/Approve Minutes

The minutes from November 19, 2003 were approved.

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4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

Council Member (CM) Pugh stated a motion to move item eight on the agenda, ISM Solicitations and Recommendations, to below public comment. The Committee was unanimously in favor of the motion.

6. ISM Solicitations and Recommendations

Russ Zellers (HIV Health Services) updated the committee on the development of the solicitation for the ISMs (Integrated Service Model). The AIDS Office is planning to use \$20,000 of the unobligated funds to hire a consultant. They would like the consultant to work with providers, bringing them up to date on Council decisions and plans for ISMs. The consultant will help prepare the providers for the solicitations and assist them in developing collaborations. HIV Health Services (HHS) is trying to identify a consultant for this project in the very near future.

Currently, HHS is planning 2-3 large meetings for providers. They invite the Council to participate in conveying the thinking around the Integrated Service Models to providers. The Council Members attending these meeting could also convey provider concerns back to the full Council. The Committee discussed this and recommended the Planning Committee members as those who might be those most appropriate to participate in this activity. The Committee decided the Planning Committee Co-chairs, the Council Co-

chairs, and any one else in the Council who is interested in joining the conversation should be invited to these meetings.

Russ Zellers also discussed the current solicitation language. They are trying to make programs aware of the changes currently being implemented. Case conferencing is being included with many of the providers and providers will need to guarantee they will participate in case conferencing for the more delicate client populations.

Also all primary care dollars are being put into ISMs per the Council's direction from prioritization. Currently, Mr. Zellers is doing an analysis of the percentage of dollars being moved.

After the Committee discussed this, he agreed to also look into staggering the amount of primary care dollars moved into ISMs over time. The Committee decided to invite the Planning Committee to their next meeting to discuss this issue. Mr. Zellers will bring back the results of the analysis at the next committee meeting.

Michelle Long Dixon will give a report on the unobligated funds at the next Council Meeting.

7. Master Calendar Creation

The Committee reviewed a draft Committee calendar and made changes. CM Pugh agreed to send an updated draft Committee calendar out to the Committee and Council Support.

All the Committee calendars will be integrated into a draft Master Council calendar in January. This Committee will work on the Master calendar at the next meeting and then forward it to Steering, so the Steering Committee can then add its tasks.

8. Update Severe Need Definition

The Committee reviewed the Severe Need Definition. The Committee agreed the definition did not need to be updated at this time but next year 2004 numbers will need to be added. After March, when the amount of funding is known, the Committee will reevaluate the effects this will have on severe need populations and update the definition as needed. The Committee will also ask where the severe need population's access services and if the ISMs will have an effect on access.

9. Next meeting date & agenda items

The next Infrastructure and Policy Committee meeting will be January 7, 2004 from 5:30-6:30 p.m.

Possible agenda items include:

- Committee policies and procedure development
- Master calendar development
- ISM analysis update from Russ Zellers
- Discussion with the Planning Committee regarding ISMs

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HIV Health Services Planning Council
 Infrastructure & Policy Draft Agenda
 Wednesday, January 7, 2003
 25 Van Ness Ave., Room 330 B
 5:30 p.m. – 7:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve Minutes <i>December 4, 2003 Minutes</i>	Group	5:35
4. Announcements	Group	5:38
5. Public Comment	Public	5:43
6. ISM Solicitation Planning Update <i>Russ Zellers (HIV Health Services) will present the ISM solicitations update on the analysis of primary care dollars moving to ISMs.</i>	Russ Zellers	5:45
7. MAI Funding <i>Russ Zellers (HIV Health Services) will discuss Minority AIDS Initiative funding.</i>	Russ Zellers	6:05
8. Planning/ I&P Committee Discussion <i>This joint discussion will identify common tasks to determine which committee bears responsibility for oversight of each task.</i>	Group	6:30
9. Development of Committee Policies and Procedures <i>The Committee will begin to develop Policies and Procedures for the Infrastructure and Policy Committee.</i>	Group	6:40
10. Review draft Master Council Calendar <i>The Committee will review the draft Master Calendar and decide on forwarding the draft to the Steering Committee.</i>	Group	6:50
11. Next meeting date & agenda items	Group	6:55

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**HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Wednesday, January 7, 2003
25 Van Ness Ave., Room 330 B
5:30 p.m. – 7:00 p.m.**

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Committee Members Present: Charlene Pugh, Charles Siron, Elyse Graham

Committee Members Absent:

Council Members Present: Don Soto, Brad Hume, Joe McMurray, Bill Blum, Margot Antonetty

Others Present: Leah Crask (Planning Council Assistant), Russ Zellers (HIV Health Services), Laura Thomas (Continuum)

1. Introductions

2. Review/Approve Agenda

Planning I&P Committee Discussion was moved to agenda item 6. The agenda was then approved as amended.

3. Review/Approve Minutes

The minutes from December 4, 2003 were approved by consensus.

4. Announcements

Council Member (CM) Antonetty announced The Department of Housing and Urban Health is hiring for the position of Program Coordinator Level III. For more information, please contact CM Antonetty.

5. Public Comment

There was no public comment.

6. Planning/ I&P Committee Discussion

The Committee discussed adding Prevention with Positives to the Integrated Service Model (ISM) definition. Russ Zellers announced that currently the AIDS Office is not planning to competitively rebid the Department of Health Programs but otherwise will be rebidding Title I and Title II dollars. The Committee discussed details around monitoring the ISM Definition and enhancing communication between DPII and the Council regarding contracts going out to bid. The discussion included the necessity to update the definition as need, integrate the ISM definition into the prioritization process, and evaluate if the inclusion in the prioritization process was successful. CM Blum agreed to speak with the prospective prioritization consultant and ask that he include the Severe Need Definition into the Council's prioritization process.

CM Blum stated a motion that for this year, the Three Year Plan will be housed in the Planning Committee and the rebidding process will be housed in the Infrastructure and Policy Committee. The Committee discussed this motion. It was suggested there may be a need to have a separate Three Year plan working group formed out of the Planning Committee. Two main issues with the Three Year Plan are: the current Three Year Plan needs to be reviewed and the development of the new Three Year Plan should begin taking place. The Planning Committee should look at updating the current Three Year Plan and then in the future should reconsider where to look at writing the next Three Year Plan (TYP). It was suggested that the Planning Committee look at the goals and objectives of the first and second years of the TYP and try to incorporate these into the prioritization process. The Committee agreed on the TYP being in Planning for this year and the rebidding process to be in Infrastructure and Policy this year. It was mentioned how important Communication between the Planning and Infrastructure and Policy

Committees will be regarding these topics. CM Blum mentioned communication between the Committees can also be discussed more at the Steering Committee meeting.

7. ISM Solicitation Planning Update

Russ Zellers came to give an update and ask for Committee input on the ISM planning. The Community meeting regarding the ISMs is planned for January 28, 2004 at 101 Grove, room 300 from 9:30 a.m.-12:30 p.m. Letters regarding the event have already gone out to inform providers. All [providers currently listed under ISP are required to attend the meeting. Mr. Zellers would like to have many Council Members present at this meeting. A consultant will help to facilitate providers building relationships to aid in the transition to the ISM. Mr. Zellers asked the Committee for feedback on what has been developed for the ISM solicitation so far.

The Committee discussed adding prevention with positives to the ISM definition. The Committee agreed prevention with positives should not become part of the ISM definition but should be more of a Standards of Care issue. The Committee then discussed why housing was not included as part of the ISM definition.

Russ Zellers asked for Council Members who would be interested in participating in the ISM Community Meeting. Council Members Susan Shea, Brad Hume and Lara Salle were all mentioned to participate.

CM Antonetty mentioned case management is provided for people in housing, only while they are in the housing services. This is a very important component of housing services. Because of the way some housing sites are paid for case management, it would not make sense to include case management in the RFP. If the case management dollars are placed in the ISM category, then residential services might not be able to access case management dollars. Therefore, case management should be excluded from the ISM requirements. Russ Zellers agreed to leave the case management dollars as they were.

Mr. Zellers asked for guidance around what percentage of monies should go out to bid for ISMs. Does the Council want to take small steps or do a very quick transition? All the money put into Integrated Service Providers will be put out but the question is how much of the other service categories, such as out patient mental health, substance abuse and case management. Should all of the monies be put out to bid or just 30%. Adult Day Health will be skipped at this time. The Committee discussed how much funding should be put out to bid. The Committee also discussed whether DPH programs should be required to fulfill the same ISM requirements.

Russ Zellers mentioned creating a separate ISM Committee for this time when the solicitation is being developed. HIV Health Services will staff the meeting and Infrastructure and Policy and Planning Committee members can be involved in the committee as well as some community members. CMs Pugh, Shea, Hume and Graham and Laura Thomas expressed interest in joining the ISM Committee. At the Community Meeting on January 28, 2004 the Committee will be announced to solicit community participation.

8. MAI Funding

Russ Zellers announced that since the agenda items were out of time, he would come back to discuss this item at a future meeting. The question to discuss is what should be done with less funding. It appears logical to cut from the bottom but the committee will need to discuss this.

9. Development of Committee Policies and Procedures

This agenda item was tabled until the next Committee meeting.

10. Review draft Master Council Calendar

This agenda item was tabled until the next Committee meeting

11. Next meeting date & agenda items

The next Infrastructure and Policy Committee meeting will be Wednesday, February 4, 2004 from 5:30-7:00 p.m.

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= Infrastructure & Policy Draft Agenda
Wednesday, February 4, 2004
25 Van Ness Ave., Room 710 (7th Floor)
5:30 p.m. – 7:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve Minutes <i>January 7, 2004 Minutes</i>	Group	5:35
4. Announcements	Group	5:38
5. Public Comment	Public	5:43
6. MAI Funding <i>Russ Zellers (HIV Health Services) will discuss Minority AIDS Initiative funding.</i>	Russ Zellers	5:45
7. Review Draft Master Council Calendar <i>The Committee will review the draft Master Calendar and decide on forwarding the draft to the Steering Committee.</i>	Group	5:55
8. Discussion Completion of the MOU <i>The Committee will discuss completion of the MOU and bringing to the Council for a vote.</i>	Group	6:10
9. Development of Committee Policies and Procedures <i>The Committee will begin to develop Policies and Procedures for the Infrastructure and Policy Committee.</i>	Group	6:25
10. Co-chair Job Descriptions <i>The Committee will discuss and begin to develop co-chair job descriptions.</i>	Group	6:35
11. Review Prioritization Calendar <i>The Committee will review the Prioritization Calendar to define Committee activities and presentations.</i>	Group	6:45
12. Next meeting date & agenda items	Group	6:55

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- San Francisco -
HIV HEALTH SERVICES PLANNING COUNCIL
Infrastructure and Policy Committee Meeting Minutes
Wednesday, February 4, 2004
25 Van Ness, Room 330 B
5:30 – 7:00 P.M.

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The agenda was approved.

3. Review Minutes

The minutes of January 7, 2004 were approved.

4. Announcements

- April's meeting must be moved to Tuesday the 13th 5:30-7. This meeting will follow the Planning Committee meeting.

5. Public Comment

There was no public comment.

6. MAI Funding

Russ Zellers (HIV Health Services) discussed Minority AIDS Initiative Funding.

If the funding is reduced, cuts will be made from the bottom up. This would affect Outreach first. Russ Zellers touched upon the issue of what should be done with MAI funding. He put together a brief summary of the legislation and what we are buying. This comes to just over a half million dollars. The funds will be used to:

- To improve health related outcomes for African Americans, Latinos, Native Americans, etc.
- To improve medical support service capacity
- For EMA wide activities such as the San Mateo County Outreach (this targets agencies)

Russ Zellers started a general discussion of how the un-funds should be used. He asked whether the Planning Council should target specific groups, such as transgender and African Americans and Latino clients with substance abuse problems. He is seeking feedback to determine if there a desire to have the money spent for a certain purpose, or if anyone the Council wishes for changes to occur. Last year a cut was made to MAI. MAI funding is one of the few areas in which our president has proposed a small increase. It might not happen. MAI funds are much larger than Title One funds. The chance of having a monolingual substance abuse person is unlikely.

Michelle Long Dixon expressed that the Council has the opportunity to observe services that it is currently funding. In addition, she reminded the Council that there is an initiative going forward for an integrated service model for the Bay View/Hunters Point neighborhood. There is an expectation that there will be some funding to put in place. That could be tied into this funding, or the ISM funding. Since there are so many programs in this initiative, this initiative has an extra level of administrative

responsibility to it. There are many programs to keep track of and justify to HRSA on a quarterly basis. Administratively, it is difficult money to manage. These strong programs work well to serve the populations. They are doing well and most are out of start-up money at this point. We need to make sure that this meets with the prioritization goals.

7. Review Draft Master Council Calendar –VOTE

The Committee reviewed the draft Master Calendar and decided on forwarding the draft to the Steering Committee. Please refer to your master calendar handout. The only part missing is the evaluation because it was just done last night. Council Support is going to alter the format of the next calendar to make it more “user friendly.”

The I&P Committee voted in favor of forwarding the Master Calendar to the Steering Committee.

8. Discussion Completion on the MOU –VOTE

The Committee discussed completion of the MOU and brought the document to the Council for a vote. There was a request to add language in the MOU revolving around quality management. The grantee has all of the responsibility for the quality management program.

Idea for wording: “The Council will participate in quality management activities, as appropriate. We invite you all to participate in the development of standards of care.” Another idea is to have a presentation and a quality management update. Perhaps the Council would use information gathered on quality management in their prioritization process of assessment of the effectiveness of programs. The committee discussed the wording of a quality management section. Leah Crask will add a quality management section to the end of the document. The Committee voted to approve the document as amended and forward the draft to the full council for a vote.

9. Development of Committee Procedures

The Committee began to develop Policies and Procedures for the Infrastructure and Policy Committee. The items discussed were:

- Un-obligated funds policy
- Severe needs definition
- Master calendar
- By-law revision
- Oversight of committee structure and committee policy and procedures
- MOU

Discourse on frequency of reviewing

Un-funds and rollover-look at previous year’s use of funds

Maintain a historical memory of how funds policies worked from year to year

Survey council members regarding issues with the by-laws (send by-laws to the entire council with a couple of questions and ask for changes. Check HRSA guidance on legislation when reauthorized for changes)

Maintain overall Council Policies and Procedure Manual and all Committees Policies and Procedures

Leave room for other Council definitions to come to I&P

10. Co-chair Job Descriptions

The Committee discussed and began to develop co-chair job descriptions.

CM Siron is going to develop the co-chair job descriptions. He suggested that Council co-chairs have a 2-year term. In order to change the term, a change in the by-laws is necessary.

11. Review Prioritization Calendar

The Committee reviewed the Prioritization Calendar to define Committee activities and presentations.

The three year plan will be done in Planning. Year two will start in March.

Review the Planning Council Support staffing plan and make sure that it is adequate to meet the

Council's needs. This needs to be discussed in Steering in order to fit it into the schedule.

Planning Council Support needs to be looked at in the following ways:

- Is the current provider providing services and is the council getting the support as described in the contract?
- Does the current staffing pattern and resources match the Council's need?
- Are there new initiatives or programs you would like to take on, that would require additional funding and staffing?

In December, we can review Council Support needs. In January we could make recommendations to the Council.

12. Next Meeting Date & Agenda Items

- April's meeting will be moved to Tuesday the 13th 5:30-7
- Look at the Policies and Procedures again
- Vote on the Policies and Procedures
- Co-chair job descriptions
- Look at review, and vote on the un-obligated funds

The meeting was adjourned at 7:00 P.M.

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 = Infrastructure & Policy Draft Agenda
 Wednesday, March 3, 2004
 25 Van Ness Ave., Room 330A
 5:30 p.m. – 7:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve Minutes <i>February 4, 2004 Minutes</i>	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Review Un-Obligated Funds Policy-VOTE <i>The Committee will review the Un-obligated Funds Policy, recommend changes if necessary and Vote on forwarding the document to the full Council.</i>	Group	5:45
7. Development of Committee Policies and Procedures <i>The Committee will continue to develop a Policies and Procedures document for the Infrastructure and Policy Committee.</i>	Group	6:05
8. Review Draft Co-chair Job Descriptions -VOTE <i>The Committee will discuss the draft co-chair job descriptions and vote on forwarding the document to the Steering Committee.</i>	Group	6:25
9. Possible Change to the MOU- VOTE <i>Council Support (Shanti) request a change in the Conflict Resolution Procedure model of the MOU. The Committee will discuss the possible change and vote to forward this change to the Council.</i>	Group	6:40
10. Next Council Meeting Preparations <i>The Committee will discuss presenting the re-bidding update and by-law review announcement at the next Council Meeting.</i>	Group	6:50
11. Next meeting date & agenda items	Group	6:55

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**HIV Health Services Planning Council
Infrastructure & Policy Minutes
Wednesday, March 3, 2004
25 Van Ness Ave., Room 330A
5:30 p.m. – 7:00 p.m.**

Committee Members Present: Charlene Pugh, Charles Siron, Elyse Graham
Council Staff: Leah Crask, Deborah Kingori
Others: Brad Hume, Mike Smith (AEF)

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Item 10 (Next Council Meeting Preparations) was removed from the agenda because the AIDS Office is going to do it at every Council meeting. Once amended, the agenda was approved.

3. Review/Approve Minutes

The February 4, 2004 Minutes were approved.

4. Announcements

- The by-law review will be presented at the next Council meeting.
- Next month's meeting will be on Tuesday April 13, from 5:30-7:00 P.M., following a Planning Committee meeting.
- CM Siron announced the March 8 ADAP Rally to Sacramento. Buses will be leaving from the San Francisco AIDS Foundation at 7:30 A.M. (995 Market Street at the corner of 6th and Market). Further information will be posted on the Yahoo e-group message board.

5. Public Comment

There was no public comment.

6. Review Un-Obligated Funds Policy-VOTE

The Committee reviewed the Un-obligated Funds Policy. The first topic addressed in the definition of un-funds is that the monies are only good for one-time projects. It does not state when a solicitation goes out for a project. Should the AIDS office annually ask for a list of projects that could be used for one-time projects? CM Hume recommends that this topic needs to be included in the Grantee Assessment and the MOU.

Mike Smith explained that in winter and spring, the Council sets priorities for roll over funds in terms of one-time allocations for particular categories. This is where the ADAP money was pulled last year. The rollover money is spent on the disgression of the Planning Council before the one-time proposals go out. The proposals that go out are contractor's thoughts on how they might use extra funds at the December time. Those funds never get into contract; whereas, the rollover funds are decided upon by Infrastructure and Policy. Changes were made to page three – I and E was changed to Infrastructure and Policy. The Planning Council recommends that the AIDS Office send an annual solicitation for one-time funds.

According to CM Pugh, the Planning Council recommends that the AIDS Office send an annual solicitation for one-time funds. A recommendation to the AIDS Office in order to streamline the process and have the least complications, they want to make an award to one contractor who will subcontract it. CM Pugh is against subcontracting. She feels that some providers would monopolize the funds and others would not have access. The Committee discussed page two- program infrastructure. Clarification

is needed from the AIDS Office regarding the distribution of un-obligated funds to contractors. This issue cannot be brought to Council for a vote.

The winter and spring section of the document is about rollover. The fall un-funds should be un-obligated funds. The spring process was from the Planning Council and the fall was entirely from the contractor proposals. Rollover un-funds should be changed to rollover funds.

On page two, COBD should be changed to CODB.

Council Support will edit the document. Infrastructure and Policy will check with Michelle Long Dixon and change the wording. There was not a vote. Clarification is needed from the AIDS Office before a vote can be done. It will be on the next Infrastructure and Policy agenda.

7. Development of Committee Policies and Procedures

The Committee continued to develop a Policies and Procedures document for the Infrastructure and Policy Committee. This document should contain:

- A description of what the committee does
- Mission statement
- Ground rules
- Attendance requirement
- Change terms
- Maximum number of committee members (eight)
- Public comment needs to be structured.
- Master calendar

Policies of the Council are done annual or as needed. CM Siron and CM Pugh are working on a draft. The Policies and Procedures document can contain a statement that the contents will be reviewed annually or as needed.

Tracy Packer is Council Support for Prevention. CM Hume has her membership book and will look to see if it contains similar policies and procedures document.

8. Review Draft Co-chair Job Descriptions -VOTE

The Committee discussed the draft Planning Council Co-Chair job description, including the position, qualifications, facilitation skills, professional responsibilities, Planning Council and Committee meetings, and administrative duties. Both editorial and content changes were made to the entire document.

The document will be reviewed at the next meeting.

9. Possible Change to the MOU - VOTE

Shanti's Council Support requested a change in the Conflict Resolution Procedure model of the MOU. The Committee briefly discussed the possible change and voted in favor of the MOU change and that this change be forwarded to the Council.

10. Next Meeting Date & Agenda Items

- Update on the Council Support Retreat
- Policies & Procedures
- Co-Chair Job Descriptions
- Un-Obligated Funds Policy
- Bylaw Review

The meeting adjourned at 7:15 P.M.

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Wednesday, April 21, 2004

25 Van Ness Ave., Room 330 B

4:30 p.m. – 6:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>March 3, 2003 Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Update on Residential Substance Abuse Solicitation <i>Russ Zeller will present an update to the Committee on the substance abuse solicitation.</i>	Russ Zellers/HHS	4:43
7. Review Un-Obligated and Rollover Funds Policy-VOTE Group <i>The Committee will review the revised Un-obligated and Rollover Funds Policy, recommend changes if necessary and Vote on forwarding the document to the full Council.</i>		5:05
8. Review Revised Draft Co-chair Job Descriptions-VOTE Group <i>The Committee will discuss the changes to the draft co-chair job description and vote on forwarding the document to the Steering Committee.</i>		5:15
9. Review Council By-laws <i>The Committee will review the current Council By-laws and recommend changes as necessary.</i>	Group	5:25
10. Develop Committee Procedures Document <i>The Committee will continue to develop a Procedures document for the Infrastructure and Policy Committee.</i>	Group	5:40
11. Develop Full Council Policies Document <i>The Committee will begin to develop a Policies document for the Full Council.</i>	Group	5:55
12. Next meeting date & agenda items	Group	6:25

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— San Francisco

**HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes**

**Wednesday, April 21, 2004
25 Van Ness Ave., Room 330 B
4:30 p.m. – 6:00 p.m.**

Committee Members Present: Charlene Pugh, Charles Siron, Elyse Graham
Council Member Present: Laura Thomas (Continuum)
Council Staff: Leah Crask, Deborah Kingori
Other: Russ Zellers (HHS)

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1. Introductions

APR 27 2004

2. Review/Approve Agenda

The agenda was approved.

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3. Review/Approve Minutes (March 3, 2004)

The minutes were approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Update on Residential Substance Abuse Solicitation

Russ Zellers presented an update to the Committee on the substance abuse treatment solicitation. Please refer to the handout. HHS recommends that Infrastructure and Policy approve the use of less than 30% of available funds for Transgender and African American specific programs. The funding of the three programs that is applied under Part C will represent 24% of available funding rather than 30%. CM Pugh made a motion that dollars not awarded in Part C (\$201,951) be awarded to a program that applied under Part A of the solicitation. All voted in favor of this motion.

7. Review Un-Obligated and Rollover Funds Policy

The Committee reviewed the revised Un-obligated and Rollover Funds Policy, and recommended necessary changes. Council support will update the document and bring it to the next Infrastructure and Policy Committee meeting in May. At that time, the Committee will vote to forward the document to the full Council.

8. Review Revised Draft Co-chair Job Descriptions-VOTE

The Committee discussed the changes to the Draft Co-Chair Job Description. CM Siron agreed to work on a Media Policy document to attach to the job description. The Committee will review the changes and vote on forwarding the Co-Chair Job Description to the Steering Committee in May.

9. Review Council By-laws

The Committee reviewed the current Council By-laws and recommended changes. Council Support will update the document with the changes and bring it back to the Committee in May.

10. Develop Committee Procedures Document

CM Siron agreed to bring a draft of the Committee Procedures document to the next Committee meeting.

11. Develop Full Council Policies Document

CM Siron agreed to bring a draft of the Council Policies document to the next Committee meeting.

12. Next meeting date & agenda items

The next meeting will be Wednesday May 5, 2004.

CM Pugh made a motion to change the time of future Infrastructure and Policy Committee meetings to 4:30-6:30. The motion passed.

APR 27 2004

San Francisco
 = HIV Health Services Planning Council
 = Infrastructure & Policy Draft Agenda
 Wednesday, May 5, 2004
 25 Van Ness Ave., Room 330 B
 4:30-6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>April 21, 2003 Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Review Un-Obligated and Rollover Funds Policy-VOTE Group <i>The Committee will review the revised Un-obligated and Rollover Funds Policy, recommend changes if necessary and Vote on forwarding the document to the full Council.</i>		4:45
7. Review Revised Draft Co-chair Job Descriptions-VOTE Group <i>The Committee will discuss the changes to the draft co-chair job description and review the attached Media Public Policy, then vote on forwarding the document to the Steering Committee.</i>		5:00
8. Review Council By-laws-VOTE <i>The Committee will vote to forward any Council By-law changes to the Full Council in June (after the approval of the Co-chair job descriptions).</i>	Group	5:25
9. Review Committee Procedures Document <i>The Committee will review a draft Procedures document for the Infrastructure and Policy Committee.</i>	Group	5:35
10. Review Full Council Policies Document <i>The Committee will review a draft Policies document for the Full Council.</i>	Group	5:55
11. Next meeting date & agenda items	Group	6:25

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HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda *Minutes*
Wednesday, May 5, 2004
25 Van Ness Ave., Room 330 B
4:30-6:30 p.m.

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Committee Members Present: Charlene Pugh, Charles Siron, Elyse Graham,

Council Members Present: Laura Thomas, Randy Allgaier

Council Staff: Leah Crask, Kari Orvik,

1. Introductions

2. Review/Approve Agenda

Items 9 and 10 were postponed until the next meeting. With these changes the agenda was approved.

3. Review/Approve Minutes *April 21, 2003*

The minutes were approved.

4. Announcements

CM Siron announced a meeting to discuss a 10-year plan for the Mayor's Office on homelessness on Friday, May 7, from 3-5pm, May 7, room 201 in City Hall. CM Siron will send an announcement out to the Yahoo e-mail group.

5. Public Comment

There was no public comment.

6. Review Un-Obligated and Rollover Funds Policy-VOTE

The Committee reviewed the revised Un-obligated and Rollover Funds Policy and voted to forward the document to the full Council.

7. Review Revised Draft Co-chair Job Descriptions-VOTE

The Committee reviewed the changes to the draft Co-chair job description and a motion was made to forward the description to the Steering Committee. All voted in favor of this motion. The Committee then discussed changes to the attached Media Public Policy and proposed to take out 3-D under the "General Information" section. Under the same section, CM Pugh proposed to change 3-E to say, "The San Francisco Department of Public Health, the grantee, will respond to all inquiries...."

The following proposals were made concerning the position of Media Contact: the person should conduct himself/herself with professionalism and have media training, he/she should be able to draft press releases and talking points at the request of the Co-chairs, and copies of the releases should go out to all Council members in a timely manner. The press releases should be on website.

CM Thomas proposed to cross out articles 2,7,8,9,10,11,12,13,15,16.

Under the "Media Contacts" section, article 14 was discussed and the Committee proposed that if Committee members should identify which role they are speaking from if

it is not on behalf of the Planning Council. The Committee proposed that no one else is required to publicly disclose their HIV status, other than the PLWH co-chair. The Committee proposed that the Sunshine Ordinance be mentioned in the media policy document. The Committee decided to postpone voting on the media policy document until the next meeting.

8. Review Council By-laws-VOTE

The Committee reviewed changes to the By-laws. CM Graham made a motion to approve the changes in the by-laws and forward these changes to the Steering Committee in May and give notice at the Full Council meeting in May, and bring forward for a vote at the June Full Council meeting.

11. Next meeting date & agenda items

The Committee discussed the letter sent to CARE-funded providers and made a recommendation to the co-chairs to hold an emergency or have extra time at the next scheduled Steering Committee meeting to discuss this issue.

The meeting adjourned at 6:18pm.

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= HIV Health Services Planning Council
 = Infrastructure & Policy Draft Agenda
 Wednesday, June 2, 2004
 25 Van Ness Ave., Room 330 B
 4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>May 5, 2004 Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Severe Need Definition Discussion- VOTE <i>The Committee will revise the Severe need Definition and vote to forward this revision to the Steering Committee for approval to send to the Full Council.</i>	J.Golenski/Group	4:55
8. Review Revised Media Policies-VOTE <i>The Committee will discuss the changes to the draft Media Public Policy, then vote on forwarding the document to the Steering Committee.</i>	Group	6:15
9. Next meeting date & agenda items	Group	6:25

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**HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda**
Wednesday, June 2, 2004
25 Van Ness Ave., Room 330 B
4:30-6:30 p.m.

Committee Members Present: Charlene Pugh, Elyse Graham, Charles Siron, Laura Thomas

Other Council Members Present: Randy Allgaier, MJay Sanders

Council Support Present: Leah Crask, Kari Orvik

Others Present: John Golenski,

1. Introductions

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2. Review/Approve Agenda

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The Committee reviewed and approved the agenda by consensus.

3. Review/Approve Minutes

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The Committee reviewed and approved the minutes by consensus.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

CM Allgaier reported that the ISM Advisory Group had decided to recommend to the Council that all funding, including the DPH set side funds, within primary care and ISP categories be put out to bid together. The Group has yet to make any recommendations on the amount of money. The Advisory Group also discussed subcategories to define the target population for ISM. These subcategories would be cumulative, not ranked in order of importance. The ISM Advisory Group also recommended that the ISM now be called Centers of Excellence, in an effort to create a terminology that reflected both the efforts of managing chronic disease and compartmentalizing funding streams and services in a coordinated fashion. The Advisory Group plans to use the ISM guiding principles as the basis for the Centers of Excellence, and plans to ask for input from different departments, including DPH, to be involved in the planning process.

The Committee Co-chairs updated the Committee on the last Steering Committee meeting. The Steering Committee discussed the topic of Council Support and voted for the option presented by Shanti to stay at the same level of funding for this contract year. This budget would include hiring a part-time evaluation and training coordinator. Any salary savings would go into hiring consultants.

7. Severe Need Definition Discussion- VOTE

John Golenski and the Committee discussed the Severe Need Definition. CM Sanders voiced his concern that the definition might exclude those with some kind of insurance, but who were underinsured, from receiving services. Mr. Golenski interpreted from the last full Council meeting that the Council was critical of taking out eligibility issues, such as uninsured, from the Severe Need definition and asked the Committee if there was a way for the group to modify the Severe Need definition to include and address the needs of the under-insured and those who don't have access to

services. The Committee discussed the possibilities of deepening the categories to include issues of access.

CM Thomas – they want you to identify severe need pop, look at data, document the extent to which you have severe need in your EMA. Need to look at how def impacts other folks CM Allgaier wants to expand def so that people don't fall through cracks to become the severest need

The final conclusions of the Committee's discussion are below. The Committee voted on the following criteria for the Severe Need definition.

CM Siron made a motion to accept the following criteria for Severe Need and forward this revision on to the Steering Committee for approval to send to the Second Full Council meeting in June. CM Pugh seconded the motion. The motion was approved.

CM Thomas agreed to write up a summary of the categories.

- HIV+
- County resident in EMA
- Uninsured or underinsured for the service being provided
- Low income- 300% FPL (\$39K)
 - o same as ADAP

Severe Need

- HIV/AIDS disability/ stage of disease
- Active substance abuse & mental health
- Poverty- 100% FPL (13K)
 - o Will include most homeless

Special Populations with Unique or Disproportionate Barriers to Care

- Transgender individuals
- Populations with lowest access to HAART
 - o E.g.-African Americans & Bayview/ Hunter's Point
- Language and cultural barriers
 - o Includes undocumented
- Incarcerated/ recently released

8. Review Revised Media Policies-VOTE

The Committee discussed the changes to the draft Media Public Policy. CM Graham made a motion to approve the policy. CM Pugh seconded the motion. The motion was approved and the document will be forwarded to the Steering Committee.

9. Next meeting date & agenda items

The I&P Committee meeting will meet on June 17th from 4:30-6:30pm.

The meeting adjourned at 6:50pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)

[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

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San Francisco
HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Thursday, June 17, 2004
25 Van Ness Ave., Room 330 B
4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>June 2, 2004 Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Severe Need Definition-VOTE <i>The Committee will review the revised Severe Need Definition and discuss changing the income eligibility level.</i>	Group	4:45
7. Rollover Funds- VOTE <i>The Committee will discuss the rollover funds and respond to the letter to the Council from Dr. Katz (DPH). The Committee will vote on a proposal for the rollover dollars and for a recommendation of the DPH dollars and forward these recommendations to the Steering Committee.</i>	Group	4:55
8. Next meeting date & agenda items	Group	6:25

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HIV Health Services Planning Council
Infrastructure & Policy Committee Draft Minutes
Thursday, June 17, 2004
25 Van Ness Ave., Room 330 B
4:30-6:30 p.m.

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Committee Members Present: Charlene Pugh, Charles Siron, Elyse Graham, Laura Thomas, Ayisha Benham

Other Council Members Present: Joe McMurray, Brad Hume, Jorge Rodriguez, George Simmons, Margot Antonetty, Anita Booker, Darnell Durio

Council Support Present: Leah Crask, Kari Orvik

Others Present: Michelle Long Dixon (AIDS Office), Russ Zellers (AIDS Office), Mark Cloutier (Continuum), Molly Stafford (ALRP), Carla Wilson (QuanYin Clinic), Robert Whirny (consultant to AIDS Office), Shane Lamberston, Robert Goergen, Patrick Monette-Shaw

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve Minutes

The minutes for the June 2, 2004 meeting were reviewed and approved by consensus.

4. Announcements

CM Siron announced the 2nd Community Forum at MCC at 150 Eureka Street in the Castro, on June 29th from 5-8pm.

5. Public Comment

Molly Stafford, a staffing attorney at ALRP, asked the Council to help restore funds for legal services for PLWH, which are critical to maintaining housing for PLWH, especially those who are facing eviction.

6. Severe Need Definition-VOTE

The Committee reviewed the revised Severe Need Definition and discussed changing the income eligible level. CM Thomas proposed amending the revised Severe Need Definition by changing the eligible income from 100% of the Federal Poverty Level to 150% of the FPL in order to include people on SSI/SSD. CM Hume made a motion to approve the Severe Need Definition with this change. CM McMurray seconded the motion. The motion was approved.

7. Rollover Funds- VOTE

Michelle Long Dixon (AIDS Office) presented the information about rollover dollar amounts from the prior fiscal year. Ms. Dixon also presented the amounts that would be needed to continue already defunded services and programs from May 2004 through

August 31,2004. See handouts. The Committee discussed the rollover funds and response to the letter to the Council from Dr. Katz (DPH). CM Hume clarified Dr. Katz's request to get a recommendation from the Council on how to spend the rollover dollars and whether the Council wants to backfill services that were defunded. In addition, Dr. Katz wanted a recommendation form the Council about its priority on spending the \$500,000 of General Fund money.

CM Hume recommended that the Council spend \$21K on out-of-care services. Michelle Long Dixon stated that this money does not necessarily have to come out of CARE funds, as it is currently not budgeted anywhere for this year. CM Hume stated that \$10K of that \$21K could come from Needs Assessment money from Council Support, so that only \$11K would come out of rollover money.

CM Thomas spoke in favor of continuing defunded services to support the financial stability of the agency and to serve clients that would otherwise not be served. CM Thomas stated her conflict of interest that this proposal would directly benefit her agency.

CM Durio suggested that \$21K should fund out-of-care analysis and the remainder of the rollover funds go to the category with highest priority, rather than to fund programs for 3 or 4 months. CM Durio stated he had a conflict of interest as his agency would benefit from this method.

CM Hume made a motion to use rollover dollars to fund the continuation of out-of-care analysis for 11K, then use \$59,410 for vouchers and MUNI tokens, and use \$285,077 to backfill defunded programs in priority order.

Cm McMurray seconded the motion.

Cm Simmons opposed to motion.

Michelle Long Dixon and Russ Zellers listed the backfill priorities:

Op/Sa	\$28,709
Legal/immigration status	\$112,102
Complementary therapies	\$162, 663
Integrated case management	\$270,829
Adult day health	\$84,171
Congregate meals	\$26,463

CM Hume amended his motion to include the \$500K in General Funds. The amendment was as follows: the Council recommends (to Dr. Katz) that the \$500K in General Funds be added to the remaining services and programs that did not get backfilled using rollover dollars, in the amount of \$100,140.

CM Durio opposed the motion, stating that he saw more of a benefit to fully funding programs for a year, which had already been prioritized, rather than funding already cut programs for 3-4 months and hoping that the city would rescue them.

CM Graham stated that she had attended Board of Supervisory meetings and understood that if currently defunded programs were funded through August, they would stand more of a chance of getting General Funds money in the coming year.

CM Simmons expressed concern that defunded agencies would have already found alternate means to continue services. CM Simmons stated his conflict of interest as his agency was in this position, but he was in favor of the motion in order to continue relations with the Board of Supervisors.

Believes it is valuable to a program that is already funded instead of being defunded. And there is value that the council would fund the program if it had money.

CM Pugh stated an amendment to the previous motion to give \$21K to out-of-care services instead of \$11K, which would leave \$90,140 after rollover dollars and General Fund money was spent.

CM Booker seconded the amendment to the motion.

Public comment on this motion:

Patrick Monette Shaw spoke against the amendment, as Michelle Long Dixon had commented that DPH would come up with alternatives to pay for the out-of-care services. Mr. Monette Shaw made the following comments: the Council should not be making decisions about funding knowing the names of the agencies; the Council members with conflict of interest to recuse themselves from voting; the amounts given by the AIDS Office seemed higher than those required to fund 3 months of programs; when the Council makes their recommendation to Dr. Katz, they should courtesy copy the Board of Supervisors.

Mark Cloutier (Continuum) stated that his agency had borrowed against itself in order to survive budget cuts. The rollover money would assist his agency in finding new revenue sources to sustain its programs.

The Council voted on the amendment with a Roll Call vote. (see voting record below-1)
The Amendment passed.

CM Hume addressed the issue of conflict of interest, stating that in the past the Council has had an unofficial policy that each Council member use his/her best judgment on whether or not to abstain from voting. CM Hume suggested that the Infrastructure and Policy Committee put this issue on their agenda, to be discussed in the next two months.

Public comment on this issue:

Patrick Monette-Shaw stated that postponing a decision on conflict of interest was unethical.

CM Hume restated the motion to use rollover dollars to fund the continuation of out-of-care analysis for \$21,000, then use \$59,410 for vouchers and MUNI tokens, and use \$275,077 to backfill defunded programs in priority order. The Council recommends (to Dr. Katz) that the \$500K in General Funds be added to the remaining services and programs that did not get backfilled using rollover dollars, in the amount of \$90,140. CM Antonetty clarified that the dollar amounts should be verified.

CM McMurray seconded the motion.

The motion was approved by roll call vote. (see voting record below-2)

CM Thomas made a motion to use the remaining \$90,140 to fund therapeutic monitoring programs.

CM Graham seconded the motion.

Public comment on this issue:

Patrick Monette-Shaw thanked Council members with a conflict of interest who abstained from voting.

The motion was approved by roll call vote. (see voting record below-3)

The Committee will forward these recommendations to the Steering Committee.

9. Next meeting date & agenda items

The meeting adjourned at 6:00pm.

Votes [1-3]: Y=Yes; N=No; B=Abstain

	[1]	[2]	[3]
1. Margot Antonetty	Y	Y	Y
2. Ayisha Benham	Y	Y	Y
3. Anita Booker	Y	Y	Y
4. Darnell Durio	Y	N	N
5. Elyse Graham	Y	A	Y
6. Brad Hume	Y	Y	Y
7. Joe McMurray	Y	Y	Y
8. Charlene Pugh	Y	Y	Y
9. Jorge Rodriguez	Y	Y	Y
10. George Simmons	Y	A	N
11. Charles Siron	Y	Y	Y
12. Laura Thomas	Y	A	Y

JUL - 2 2004

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San Francisco
 = HIV Health Services Planning Council
 = Infrastructure & Policy Draft Agenda
 Wednesday, July 7, 2004
 25 Van Ness Ave., Room 330 B
 4:30-6:30 p.m.

01-02-04 A11115 CLVD

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>June 17, 2004 Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. ISM Advisory Committee Recommendations-VOTE <i>The Committee will receive the recommendations from the ISM Advisory group, discuss the recommendations, and vote on forwarding those recommendations to the Steering Committee.</i>	Group	4:45
7. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	5:35
8. Community Forum Update <i>The Co-chairs will give a brief update on the second Community Forum.</i>	Co-chairs/Group	5:45
9. Review Co-chair Job Description-VOTE <i>The Committee will review and change the co-chair job description and vote on forwarding the description to the Steering Committee.</i>	Group	5:50
10. Next meeting date & agenda items	Group	6:25

Mission Statement: *To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.*

HIV Health Services Planning Council
 730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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JUL 30 2004

— San Francisco
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 Wednesday, August 4, 2004
 25 Van Ness Ave., Room 330 B
 5:00-7:00 p.m. (Please note the change in time)

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes <i>July 7, 2004 Minutes</i>	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	5:15
7. Review Co-chair Job Description-VOTE <i>The Committee will review and change the co-chair job description and vote on forwarding the description to the Steering Committee.</i>	Group	5:25
8. Review MOU <i>The Committee will review and rewrite the MOU between the Council and the AIDS Department.</i>	Group	6:30
9. Next meeting date & agenda items	Group	6:55

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**HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Wednesday, August 4, 2004
25 Van Ness Ave., Room 330 B
5:00-7:00 p.m. (Please note the change in time)**

Committee Members present: Charlene Pugh, Laura Thomas, Ayisha Benham, Elyse Graham

Other Council Members present: Randy Allgaier

Council Support: Leah Crask, Kari Orvik

Others Present: Marguerite , Michelle Long Dixon

1. Introductions

DOCUMENTS DEPT.

2. Review/Approve Agenda

DEC 29 2005

The agenda was reviewed and approved.

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3. Review/Approve Minutes

The minutes from July 7, 2004 meeting were reviewed and approved.

4. Announcements

CM Allgaier suggested having the AIDS Office bring the most correct budget to prioritization to incorporate into the overall budget for the Council to approve.

CM Allgaier reported that 75% of council members and of providers responded to the grantee assessment evaluation.

CM Graham requested that the Committee meeting time be moved to 5:30-7pm.

5. Public Comment

6. Steering Committee Update

The Co-chairs reported that the Steering Committee had discussed documents and planning relevant to the July prioritization meeting.

7. Review Co-chair Job Description-VOTE

The Committee reviewed and made changes to the Co-chair job descriptions. See handout.

The revised document was voted on and approved, and will be forwarded to the Steering Committee for approval.

8. Review MOU

Michelle Long Dixon reviewed the MOU between the Council and the AIDS Office, stating the MOU was a living document used in the daily relationship between the Council and the Grantee. The goal is to add detail and to develop language in the MOU that promotes clarity and helps to avoid conflict in carrying out the daily relationship between the two bodies.

Michelle Long Dixon suggested creating a new MOU when the new Council Co-chairs are elected in October, and suggested having a process for annual review. The agreement should also include how the Grantee interfaces with the new Director.

CM Thomas suggested devoting an I and P Committee meeting to discuss the MOU once the new Director is hired. Also, the Co-chairs should have an exit interview to talk productively about what was effective and what was not.

Michelle Long Dixon suggested having a place where the Grantee can evaluate the Council, either in a conversation or in writing.

9. Next meeting date & agenda items

CM Benham suggested that the Committee begin a process for adopting a written policy on conflict of interest.

CM Pugh stated she would look into finding an attorney to volunteer to address the roles of Council members around conflict of interest.

The meeting adjourned at 7:00p.m.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

AUG 27 2004

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= Infrastructure & Policy Draft Agenda

Wednesday, September 1, 2004

25 Van Ness Ave., Room 330 B

5:30-7:00 p.m. (Please note the change in time)

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08 27-04P02:12 RCLVD

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes <i>August 4, 2004 Minutes</i>	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	5:15
7. Develop Conflict of Interest Policy <i>The Committee will discuss and begin to develop a policy around Conflict of Interest for the Council.</i>	Group	5:25
8. Develop Committee Co-chair Job Descriptions <i>The Committee will discuss and begin to develop Committee Co-chair job descriptions.</i>	Group	6:15
9. Master Calendar Development <i>The Committee will discuss and review updating the master calendar.</i>	Group	6:45
10. Next meeting date & agenda items	Group	6:55

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- San Francisco

**HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes**

Wednesday, September 1, 2004

25 Van Ness Ave., Room 330 B

5:30-7:00 p.m. (Please note the change in time)

Committee Members present: Laura Thomas, Ayisha Benham, Charles Siron, Elyse Graham

Other Council Members present: Randy Allgaier, Brian DiCrocco

Council Support: Leah Crask, Kari Orvik

Others Present:

1. Introductions

DOCUMENTS DEPT.

2. Review/Approve Agenda

OCT 29 2004

The agenda was reviewed and approved.

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3. Review/Approve Minutes

The minutes from August 4, 2004 meeting were reviewed and approved.

4. Announcements

CM Allgaier reported that the Evaluation Committee was in the process of reviewing the results of the Grantee Assessment. Two documents will be used to develop an action plan for the AIDS Office: one is a public document containing quantitative information; the other is a qualitative document for Council and AIDS Office use. Quantitatively, providers and Council were favorable to the Grantee. CM Allgaier encouraged Committee members to attend the Evaluation meeting on Tuesday, September 7, 2004, to discuss how to present the information for grant and to develop action plan.

5. Public Comment

6. Steering Committee Update

CM Allgaier reported that a new Director of Council Support, Jack Newby, had been hired. Mr. Newby was the Director of Public Policy at the Desert AIDS Project in Palm Springs.

According to the by-laws, the Steering committee will supervise the position of Director of Council Support, not Shanti.

7. Develop Conflict of Interest Policy

The Committee discussed the Conflict of Interest Policy.

CM Thomas stated that the bylaws give two paragraphs about conflict of interest, but did not provide guidance in situations specific to the Council.

CM Allgaier stated that the Fair Political Practices Commission document guidelines are the most stringent and specific. The phone number for the help-line is listed on the web site, which the Council could call to inquire about specific issues.

CM Benham asked if there was a document from last year's trainer on conflict of interest. The Committee should determine how much it can spend on a reliable person who can serve as a resource and address the specific needs of the Council.

CM Thomas clarified that two things should happen: a policy should be written for the Council, and a person should be identified to serve as a resource/reference to help solve problems as they arise.

CM Allgaier reiterated that the Council is required by law to fill out both state and federal forms, and to follow the most specific of those laws.

CM Benham suggested sending out an email to the Council asking what questions they have around conflict of interest, and sending their responses to Leah. Leah will give them to the Co-chairs to follow up and report on next month.

CM Thomas stated that Norm Nickens, the Director of Equal Employment Opportunity and Cultural Competency, used to be the Council's reference. Mr. Nickens is an attorney who used to work in the AIDS Office and served on the Planning Council, but is now too busy to fulfill that role.

8. Develop Committee Co-Chair job descriptions

The Committee came up with recommendations for the Committee co-chair job description, using the Council co-chair job description as a starting point, and will present the draft to the I and P Committee at next month's meeting. The draft will then be forwarded to the Steering Committee. See handout.

9. Master Calendar Development

The Committee discussed the process of updating the master calendar, and recommended asking each sub-committee to send in their updates to the master calendar. The Committee will discuss their own updates to the master calendar at next month's meeting, as well as input any updates that have come in from other committees.

10. Next Meeting Date & Agenda Items

CM DiCrocco raised the issue of Planning Council members who are unaffiliated consumers on fixed or low income, who do not have access to computers. Since much of the Council's correspondence occurs over the Internet, CM DiCrocco suggested that the Committee could come up with a proposal for a policy on how to supply these Council members with computer access.

The meeting adjourned at 7:00pm.

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HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Wednesday, October 6, 2004
25 Van Ness Ave., Room 710 (7th Floor)
3:00-4:30 p.m.
(Please note: Change in meeting time)

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:00
2. Review/Approve Agenda	Group	3:03
3. Review/Approve Minutes <i>September 1, 2004 Minutes</i>	Group	3:05
4. Announcements	Group	3:10
5. Public Comment	Public	3:15
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	3:20
7. Develop Conflict of Interest Policy <i>The Committee will discuss and begin to develop a policy around Conflict of Interest for the Council.</i>	Group	3:25
8. Review Committee Co-chair Job Descriptions <i>The Committee will discuss and review the Committee Co-chair job description developed at the last meeting.</i>	Group	3:50
9. Review Committee Calendar <i>The Committee will review their committee calendar for the development of the master calendar.</i>	Group	4:05
10. Open Committee Co-chair Nominations- VOTE <i>The Co-chairs will open committee co-chair nominations, if ready the committee will vote on new committee co-chairs.</i>	Group	4:20
11. Next meeting date & agenda items	Group	4:25

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 Wednesday, November 3, 2004
 25 Van Ness Ave., Room 330A
 5:30-7:00 p.m.

11-24-04 PM 1:50:00

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve Minutes <i>September 1, 2004 Minutes</i>	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	5:45
7. Amendment to the Bylaws- VOTE <i>The Committee will discuss an amendment to the Bylaws to include the Planning Council Director under the Conflict of Interest provisions. The committee will vote to forward this amendment to the full Council.</i>	Group	5:50
8. Concern from OIG Report- Length of Stay <i>The Committee will discuss the concerns the auditors voiced from the OIG report regarding length of stay in our housing programs. The committee will also discuss the possibility of forming a short term working group for this topic.</i>	Group	6:00
9. Develop Conflict of Interest Policy <i>The Committee will discuss and begin to develop a policy around Conflict of Interest for the Council.</i>	Group	6:15
10. Review Committee Co-chair Job Descriptions-VOTE <i>The Committee will discuss and review the Committee Co-chair job description developed at the last meeting and vote on forwarding the document to the Steering Committee and full Council for a vote of approval.</i>	Group	6:30
11. Development of Committee Work Plan <i>The Committee will begin to develop their work plan for the coming year, which will be incorporated into the larger Council Strategic plan.</i>	Group	6:45

12. Open Committee Co-chair Nominations- VOTE Group 6:53
The Co-chairs will open committee co-chair nominations, if ready the committee will vote on new committee co-chairs.
13. Next meeting date & agenda items Group 6:55

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- San Francisco

HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes
Wednesday, November 3, 2004
25 Van Ness Ave., Room 330A
5:30-7:00 p.m.

Committee Members: George Simmons, Ayisha Benham, Charles Siron
Other Council Members: Mjay Sanders, Laura Thomas, Margot Antonetty
Council Support: Jack Newby, Leah Crask, Kari Orvik
Others Present: Russ Zellers (HIV Health Services), Raymond Banks

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1. Introductions

2. Review/Approve Agenda

CM Siron asked to discuss the committee meeting time under Item 6.
Russ Zellers asked to have a discussion clarifying the Council's unfunds policy under Item 6.

3. Review/Approve Minutes

The minutes for the September 1, 2004 meeting were reviewed.

4. Announcements

5. Public Comment

6. Steering Committee Update

The Steering Committee discussed proposals for funding scenarios to be brought to the full Council meeting. They also discussed a proposal to make Prevention with Positives a standing committee, and began discussion about a Council strategic work plan.

The I and P Committee proposed to meet from 4:30-6:00 pm on the first Wednesday of each month.

Russ Zellers asked the I and P Committee to clarify the revised policy on distributing unobligated unfunds this year.

CM Thomas stated that the Planning Council should decide from the unobligated funds how much money goes into 3 categories:

1. Program infrastructure and support

Normally the category would receive the same percentage of the unobligated funds as they would of the total award for the year. Within that structure, providers then send in proposals to bid on that money.

2. Program enhancement and stabilization

Normally these funds go to cover any proposed cuts from HRSA. Examples in the past have been vouchers for transportation, food, direct emergency financial assistance.

3. System development and evaluation

These funds would go to Planning Council projects needed to evaluate the system of care, such as needs assessment, the 5 year plan, etc.

Russ Zellers stated that he did not know the amount, and currently there were \$0 unobligated.

CM Thomas stated that the original intent of the revised procedure was to have a way to share any leftover money with providers, but it was unlikely that there will be enough money to go through categories 1,2, and 3 by priority sub-category order. If there are no unobligated funds, part 1 is off the table.

Russ Zellers stated that the current timeline for reporting unobligated funds is unrealistic, as the AIDS office will not know how much money they would have left over by August or September.

CM Simmons phrased a recommendation to the AIDS office, that will first go to Steering and then to the full Council, which stated:

Any unspent or rollover funds from this fiscal year go directly to categories number 2 and 3.

Russ Zellers stated that the service categories should be specified at Steering, and should be types of service categories that are easy to spend money in.

7. Amendment to the Bylaws- VOTE

The Committee discussed an amendment to the Bylaws to include the Planning Council Director in the Conflict of Interest code of conduct.

The Committee recommended that Jack Newby, Director of Planning Council Support, make revisions to the Conflict of Interest Code of Conduct and bring them to Steering to be voted on.

After Steering, the amendment proposal will then be put on the agenda for a vote at the January 2005 Council meeting, in order to give sufficient notice for the by-law change.

8. Concern from OIG Report- Length of Stay

The Committee discussed the concerns voiced by the auditors in the OIG report regarding length of stay in SF housing programs.

CM Antonetty emphasized the need for the Council to form a task force dedicated to working on the issues identified by the OIG audit, which stated that the SF EMA provided housing services beyond a reasonable time limit.

Russ Zellers added that if the City faced another audit focusing on housing, it could create an audit exception for millions of dollars. The task force would work on creating a policy for DPH and the mayor that makes a recommendation that is both good for clients and protects the city.

CM Antonetty stated that housing has been a problem in San Francisco, especially because people have nowhere else to go. The OIG would like to see time limits created on transitional housing, using 18 months as an example.

CM Simmons stated the need to have a larger discussion about HIV housing in San Francisco and how to maximize beds.

CM Simmons suggested that the group could also present a compelling case for why San Francisco does not transition people.

Russ Zellers stated that by keeping people permanently in transitional housing, the slots were not being opened up for those on the waiting list to move into transitional housing.

CM Antonetty stated that the homeless populations would merely be switched.

CM Sanders made a motion to form an ad hoc committee regarding housing, following the model of the formation of the COE model, whose objectives will be to:

- determine optimal use of existing housing resources
- develop new length of stay policy
- advocate within existing housing efforts for HIV housing to be a part of broader housing initiatives

The group will include providers, consumers, and funders (from the Redevelopment agency, DPH and the Planning Council), and the housing authority.

The motion was approved, and will be forwarded to Steering.

Russ Zellers stated that people can apply to be in group, and administrative support would be needed.

Jack Newby stated that he was in the process of revising the Council Support budget, and could offer administrative support for minute-taking once a month until February.

Russ Zellers stated that a consultant for the group could be paid for with a one-time money request.

The Committee changed their recommendation regarding un funds policy to include category 3, in addition to category 2.

9. Develop Conflict of Interest Policy

This item was postponed until the next Committee meeting.

10. Review Committee Co-chair Job Descriptions-VOTE

The Committee reviewed the Committee Co-chair job description developed at the last meeting and voted to on forward the document to the Steering.

11. Development of Committee Work Plan

This item was postponed until the next meeting.

12. Open Committee Co-chair Nominations- VOTE

The Committee nominated CM Ayisha Benham and CM Charlene Pugh for committee co-chairs.

CM Benham accepted the nomination.

CM Pugh was not present to accept the nomination.

13. Next meeting date & agenda items

The meeting adjourned at 7:10pm.

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San Francisco
 = HIV Health Services Planning Council
 = Infrastructure & Policy Draft Agenda
 Wednesday, December 1, 2004
 25 Van Ness Ave., Room 330B
 4:30-6:00 p.m.

11-50-74 405 2004

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>September 1 & November 3, 2004 Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Close Committee Co-chair Nominations- VOTE <i>The Co-chairs will close committee co-chair nominations, the committee will vote on new committee co-chairs.</i>	Group	4:50
8. Review Committee Co-chair Job Descriptions-VOTE <i>The Committee will discuss and review the Committee Co-chair job description and vote on forwarding the document to the Steering Committee and full Council for a vote of approval.</i>	Group	4:55
9. Development of Committee Work Plan <i>The Committee will begin to develop their work plan for the coming year, which will be incorporated into the larger Council Strategic plan.</i>	Group	5:20
10. Develop Conflict of Interest Policy <i>The Committee will discuss and begin to develop a policy around Conflict of Interest for the Council.</i>	Group	5:40
11. Next meeting date & agenda items	Group	5:55

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
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San Francisco

HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes
Wednesday, December 1, 2004
25 Van Ness Ave., Room 330A
4:30-6:00 p.m.

Committee Members: George Simmons, Ayisha Benham, Charles Siron, Charlene Pugh, William Blum

Other Council Members: Laura Thomas, Darnell Durio

Council Support: Jack Newby, Leah Crask, Kari Orvik

Others Present: Francine Austin (HIV Health Services) Raymond Banks

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved.

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3. Review/Approve Minutes

The minutes from November 3, 2004 were reviewed and approved.

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4. Announcements

CM Blum announced that in San Mateo County there were three open nursing positions, bilingual preferred. See CM Blum for more information.

5. Public Comment

6. Steering Committee Update

Leah Crask updated the committee on the last meeting of the Steering Committee, which included discussion about the development of a housing work group, recommendations to the AIDS Office about unobligated funds, and further integration of Marin and San Mateo counties with the Planning Council.

7. Close committee Co-Chair nominations – VOTE

The committee voted to elect CM Charlene Pugh and CM Ayisha Benham as committee co-chairs.

8. Review Committee Co-chair Job Descriptions- VOTE

The Committee reviewed the committee co-chair job description and made changes. The Committee discussed emphasizing the participation of unaffiliated consumers in the membership policies and procedures.

The Committee approved the Committee Co-chair job description and will forward it to the Steering Committee for approval.

9. Development of Committee Work Plan

The committee discussed including the following items on their committee work plan.

- Review/develop/execute/monitor the MOU according to HRSA guidelines
- Develop a Council policies and procedures manual and review by-laws
- Update the unobligated funds policy
- Review the severe need definition (linkage to prioritization process)
- Determine the role of Ad Hoc committees
- Work with the Evaluation Committee to implement recommendations from the Grantee Assessment
- Review the implementation of Council recommendations and priorities and determine who is responsible
- Develop a Conflict of Interest policy

10. Develop Conflict of Interest Policy.

CM Simmons stated he favored the most stringent policy for conflict of interest.

CM Pugh countered that such a policy could lead to a situation where the voting pool would be so small that it would be not representative of the full Council.

CM Simmons stated that the groups representing alternative/complementary therapies were very “organized.”

CM Thomas stated that ideally the Council would have a policy that was specific enough so that all members were clear about the policy.

CM Blum stated that being “unaffiliated” is not necessarily without conflict of interest Jack Newby responded that according to HRSA, unaffiliated is not having a conflict of interest.

Francine Austin stated that conflict of interest becomes confusing when a Council member feels he or she should advocate for an agency that he or she represents.

CM Thomas cited the example of Centers of Excellence, as no agency is currently in a COE or knows whether they will be; therefore, the process is more removed and people are voting more on an idea.

Jack Newby stated that Planning Councils are supposed to be set up so there is not conflict of interest, using broad categories and not being involved in the Grantee’s role of who receives the money. Other Planning Councils have tried to use alternative methods such as nametags stating what funds a Council member’s agency receives. Other Councils try to reach consensus by using colored cards.

CM Benham stated that she felt Council members were voting in spite of having a conflict of interest.

CM Simmons made a recommendation to ask the City Attorney’s Office for an opinion on conflict of Interest in January, to bring to the February meeting.

Francine Austin suggested looking at the HRSA definition to determine which is more stringent.

Jack Newby stated that according to CM Byers providers of services should not vote on those service categories.

CM Blum suggested bringing a summation of the Brown Act to the next meeting, and to invite CM Byers to the January committee meeting. Also, announce the discussion to the full Council, if they want to attend this meeting.

Francine Austin suggested addressing conflict of interest in the orientation for new members.

Jack Newby suggested inviting unaffiliated consumers into that process to dispel myths that Council members are “ lining their pockets.” Non-profit agencies don’t benefit anyone but the public, but occasionally there is job protection.

CM Benham asked for clarity on the rules for abstentions and recusals in voting.

11. Next Meeting Date and agenda items

CM Simmons stated that the Redevelopment Agency would be participating in the Housing Work Group and might be able to provide some funding for consultants and support.

The meeting adjourned at 6:05 pm.

JAN - 3 2005

- San Francisco

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 = Infrastructure & Policy Draft Agenda
 Wednesday, January 5, 2005
 25 Van Ness Ave., Room 330B
 4:30-6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>September 1 & December 1, 2004 Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i> <i>-Steering Committee Strategic Planning Meeting Update</i>	Co-chairs	4:45
7. Conflict of Interest Policy Discussion City Attorney's Office/Group <i>The City Attorney's office will discuss conflict of interest with the Committee.</i> <i>*Subject to availability of the City Attorney's office.</i>		4:55
8. Develop Conflict of Interest Policy <i>The Committee will discuss and begin to develop a policy around Conflict of Interest for the Council.</i>	Group	5:25
9. Committee Work Plan Update & Timeline <i>The Committee will begin to develop their timeline for the Committee work plan.</i>	Group	6:10
10. Next meeting date & agenda items	Group	6:25

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San Francisco
HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Wednesday, January 5, 2005
25 Van Ness Ave., Room 330B
4:30-6:30 p.m.

Committee members present: Ayisha Benham, Charlene Pugh, George Simmons

Other Council members present:

Council support present: Jack Newby, Leah Crask, Wilhelmina Parker

Others present: Francine Austin

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1. Introductions

2. Review/Approve Agenda

Agenda was reviewed but no motion to approve was made.

3. Review/Approve Minutes

Minutes for September 1 & December 1, 2004, were reviewed but no motion to approve was made.

4. Announcements

Francine Austin announced that Centers of Excellence solicitations should go out this month.

5. Public Comment

No public comments were made.

6. Steering Committee Update

The Co-chairs presented a monthly update on Steering Committee activities and discussions. There was also a Steering Committee strategy meeting update.

CM Benham: Stated that it was a good meeting. Committee priorities were set based on consensus rating with red, green or yellow dots.

Jack Newby: How the various committees impact each other was crystallized during the meeting. Steering Committee was also shown what their responsibility was and the need to take ownership. The conflict of interest policy will be something to address.

7. Conflict of Interest Policy Discussion

Due to there not being a representative present from the City Attorney's office, this discussion was informal.

CM Pugh: Her meeting with the city attorney's office showed that the expectations around the conflict of interest policy are very different.

Jack Newby: Quoted policy from pg 7 as current bylaws. The same attorney that CM Pugh spoke with told Jack Newby that the Gov. Code section 1090-1098 is their standard. Meaning that providers should not be allowed to discuss programs they represent as well as not being allowed to vote.

CM Simmons: As a housing provider, he would be allowed to say his opinion but not allowed to vote. Believes that if you are a provider and your agency will benefit from your vote, that would be a conflict of interest. But if the Council is functioning correctly, the prioritization process would eliminate conflict of interests due to the top items always getting funded anyway.

CM Pugh: Voting for services in blocks need to be eliminated or else everyone will come across an issue of conflict of interest.

Jack Newby: Provider survey done during retreat showed that providers were evenly split on the voting and conflict of interest issue.

CM Simmons: Suggested that dealing with money not be left to the very end.

Jack Newby: Believes that there will be a data summit over 2 days, first day going over the previous year, the second day on prioritization. One question that should be asked of the City Attorney's office is to see if there is an exception for non-profit entities, just as government entities are, due to the fact that they are devoted to serve the public good.

CM Benham: Stated the conflict of interest issue that developed around Bill Honig and his wife working for a non-profit that benefited from funding he allocated.

Jack Newby: What are the questions that we should ask the city attorney's office?

CM Simmons: If a vote benefits their organization, this is a conflict of interest.

CM Pugh: Consumers are exempt from conflict of interest issues.

CM Simmons: Yes, consumers should be exempt from issues of conflict of interest.

Francine: What if a consumer works for a service provider?

Group: That is a conflict of interest... being a service provider supercedes the fact that they are a consumer.

CM Benham: Wants self-disclosure when discussing issues in meetings in order for her and others to be able to recognize possible issues of conflict on their own.

CM Simmons: Agreed with the need for personal self-disclosure.

Wilhelmina: Is it a requirement to self-disclose secondary connections of conflict of interest, i.e. a partner is a service provider?

CM Benham: Start with 2 categories: self-disclosure and agency affiliation.

Jack Newby: The compromise that was made in his past is to come to a consensus using colored cards as a prelude to voting. This would give all a sense of what the general feel was about the issue.

Group: At this time conflict of interest is only dealt with individuals doing self-disclosure. And having name tags shows the person's agency affiliation but that still doesn't tell where the funding comes from to support their pay. And if an agency files a grievance regarding a conflict of interest, the entire process could be thrown out the window.

8. Develop Conflict of Interest Policy

Instead of beginning the process of beginning to develop a policy around Conflict of Interest, the Council discussed what questions should be asked of the City Attorney's office regarding Conflict of Interest.

CM Simmons: 1st question, state personal conflict of interest at the beginning of all discussions; 2nd question, state if their agency could benefit from financial or contractual gain, which would be a conflict of interest. The conflict of interest would develop when there is a direct gain due to their vote. Chairs can recuse anyone that they feel is in a conflict of interest, although it's never done. Only reminders are sometimes stated. 3rd how do non-profits fit into Government Code 1090-1098?

9. Committee Work Plan Update & Timeline

Due to having unanswered questions for the City Attorney's office, developing a timeline was not possible at this time.

10. Next meeting date & agenda items

Jack Newby: Suggested having HAPN included in this process and have them represented in the next meeting.

CM Pugh: Draft conflict of interest policy and present to Steering, all after asking and getting answers from the city attorney's office.
Next meeting will be 2/2/05.

The meeting adjourned at 5:40pm.

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≡ **HIV Health Services Planning Council**
 ≡ **Infrastructure & Policy Draft Agenda**
Wednesday, February 2, 2005
25 Van Ness Ave., Room 330B
4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>September 1 & December 1, 2004 & January 5, 2005, Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Conflict of Interest Policy Discussion <i>The Committee will receive guidance from the City Attorney's office regarding the conflict of interest policy development.</i>	Jack Newby/Group	4:55
8. Develop Conflict of Interest Policy- VOTE <i>The Committee will discuss and develop a policy around Conflict of Interest for the Council; if ready the committee will vote to forward this policy to the Steering Committee for review before bringing to the full Council.</i>	Group	5:15
9. Develop Council Policies & Procedures <i>The Committee will discuss and begin to develop a Council Policy and Procedures document.</i>	Group	5:45
10. Discuss Development of the MOU with Grantee <i>The Committee will discuss the development of the Memorandum of Understanding (MOU) with the Grantee.</i>	Group	6:00
11. Background/ Discussion of Counties in the EMA <i>The Committee will discuss background information regarding the presentations from San Mateo and Marin County. The committee will then forward their ideas to the Steering Committee.</i>	Group	6:15
12. Next meeting date & agenda items	Group	6:25

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San Francisco
= **HIV Health Services Planning Council**
= **Infrastructure & Policy Draft MINUTES**
= **Wednesday, February 2, 2005**
25 Van Ness Ave., Room 330B
4:30-6:30 p.m.

Committee Members Present: Charlene Pugh (co-chair), Bill Blum, George Simmons, Ayisha Benham (co-chair), George Simmons

Committee Members Absent: Charles Siron

Other Council Members Present: Laura Thomas, Dorothy Kleffner

Council Support: Jack Newby, Leah Crask, Skot Jonz

Others Present: Wade Flores, Will Carter, Russ Zellers (HIV Health Services), Francine Austin

1. Introductions

2. Review/Approve Agenda.

Bill Blum moved to approve the Agenda.

CM Simmons asked about how Item 11 came to be on the agenda. Committee discussed.
Agenda Approved.

3. Review/Approve Minutes

Committee reviewed minutes from *September 1 & December 1, 2004 & January 5, 2005, Minutes*. Nobody present at current meeting attended September 1 meeting, so it was postponed for approval at a later time. Regarding the December 1 meeting minutes, Committee reviewed, CM Simmons moved to approve, and the minutes were approved. Regarding January 5, 2005 minutes, there was not a quorum for that meeting. CM Simmons moved to approve the minutes. January 5, 2005 minutes approved.

4. Announcements

There were no announcements.

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5. Public Comment

There was no public comment.

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6. Steering Committee Update

CM Pugh reviewed that the Steering Committee co-chairs agreed to go visit the Marin County Advisory Council meeting; and other activities and discussions involved in that meeting. Grantee Assessment, Integrated work plan, and other issues from meeting were reviewed by committee.

7. Conflict of Interest Policy Discussion

Jack Newby discussed his progress with City Attorney's Office regarding conflict of interest policy development. Conflict of Interest Memorandum provided as an attachment here at this meeting, and is on file at Council Offices. Jack reviewed issues on memorandum.

Regarding Issue #1. Response was yes.

Regarding Issue #2. Response was yes. Jack discussed conversation with City Attorney's Office regarding details of this issue.

Regarding Issue #3. Response was yes in most circumstances.

Regarding Issue #4. Yes, but should be able to vote.

Regarding Issue#5. Jack Newby reviewed his discussion with City Attorney's Office regarding perceived conflicts of interest.

Jack Newby reviewed other details in the memo, quoting the bylaws and examples used from Phoenix and Boston EMA Conflict of Interest Statements.

Committee discussed issues regarding conflict of interest.

CM Pugh indicated that a policy should be in place rather than voting each time which would unduly lengthen some meetings, as well as avoid any sense of picking on individual members.

CM Simmons commented that he thinks it is great that the City Attorney approves the memorandum, and personally would like to adopt the more stringent policy, specifically citing the Boston example included in the memorandum.

Committee discussed prioritization of higher tier and lower tier items, and any associated conflict of interest issues that might arise, and most committee members agreed that people should declare their conflict of interest up front.

CM Pugh suggested that voting by blocks should not be done anymore and instead voting should be done by individual issues. Committee agreed this is a planning decision.

CM Thomas discussed potential future conflict issues that agencies may bid on, and developing a policy that addresses all these scenarios.

CM Pugh indicated that is the goal of Committee.

CM Blum suggested that prioritizing categories one-by-one is cleaner, but logistically may cause difficulty in getting through it. Committee agreed.

CM Pugh suggested a clearly-worded policy that members should identify and state conflict of interest up front when entering into a discussion that applies to one's service category.

CM Pugh asked how this would be communicated to public and council members.

CM Blum suggested that building trust is important, identifying a rift between provider and consumer. CM Blum pointed out that conflict of interest and not voting should be applied to providers as well as the public or anyone else who may sit on boards and ensure that these disclosures are made.

Committee agreed this is not a legal or ethical conflict of interest.

Jack Newby indicated that with respect to consumers, Council wants input, but with regard to providers, consumers need to communicate need rather than personal experience good or bad.

CM Blum state that being up front with individual experiences is important and that everyone can have a personal conflict of interest. In terms of process, this should be more above board.

CM Pugh emphasized the importance of consumers avoiding directing their comments about particular agencies and identifying specific providers. CM Pugh asked Committee how they would like to go about this policy development.

Jack suggested identifying each issue and subsequently turn it into a policy, adding that this meeting was announced widely and invitations were offered.

8. Develop Conflict of Interest Policy- VOTE

CM Blum added that he approved of Jack's suggestion of going one-by-one.

Jack's conversation with the City Attorney's Office implied that the Committee would come up with a draft policy and the City Attorney's Office would have someone look at it later to finalize. Because of the multi-county agency standing of the Council, particular lawsuits pending imply that the Council will not have to follow the Sunshine Ordinance, according to the Board of Supervisors. It was noted that this pending lawsuit does not affect the work of Committee on the current issue.

Committee discussed the individual issues at concern in the Conflict of Interest Memorandum.

CM Simmons stated that he would like to change the culture regarding personal responsibility that people have around the table. He believes that people should clearly state any conflicts. He added that the co-chairs have responsibility as well.

Committee agreed to make a note to add this is a chair responsibility.

CM Thomas suggested identifying the specific time that people should announce their conflict of interest, whether at the beginning of a meeting, each time they speak, etc.

CM Simmons indicated that long-standing members are familiar with this conflict of interest issue; but it should be made known to the newer members.

Committee agreed that each time a comment is made that announcing conflict is a good idea. It was also suggested that agencies could announce conflicts (or perceived conflicts) on the name placards.

CM Pugh asked for Committee agreement to develop a policy so that members stating a perceived conflict of interest prior to speaking about a topic on a service category under which you are funded, that it is okay to speak but they must disclose conflict of interest each time they speak, and that this policy will be enforced by chairs.

Committee discussed the appropriateness of adopting something similar to Section 3 from the Phoenix example, which states: "All Council members must sign a Conflict of Interest Disclosure Form indicating their willingness to disassociate from any actual or perceived special interests during Council deliberations and agreeing to act only on behalf of the broadly affected HIV community in its totality."

CM Thomas used the example that everyone believes that housing is important and can agree on that.

CM Benham agreed that is true, but questioned members who may be passionate about housing or another issue and also receive funding or their agency is devoted to providing housing services.

CM Blum asked whether people can discuss the issue but not vote.

Committee discussed the difference between voting in blocks or individual service categories and any issues that may crop up with the process and members disclosing conflict of interest during prioritization votes.

CM Blum made a motion that the prioritization process group service categories, and ranking be presented individually. Members should be asked to disclose their particular conflict of interest with regard to a line item.

CM Simmons seconded the motion.

CM Benham made a motion that the funding sources be identified and that the name placards be modified to identify any Title I funding. CM Blum seconded.

CM Blum seconded. By vote of hand, the motion was approved.

Will Carter asked for clarification regarding recusal votes.

Committee discussed how all votes are recorded and how a recusal is handled.

Regarding Item #5, Members should fill out a disclosure form, identifying the agency and service category, and information added to name cards regarding Title I funding.

Committee emphasized that co-chairs need to monitor and enforce this policy. Committee discussed a way to make this information available to everyone present at meetings so that the conflicts are clear.

Committee discussed mega-agencies that may receive Title I funding for a particular program, but that person may be involved in a totally different agency program.

Committee discussed whether people who disclose that they receive Title I funding can vote on that particular category.

CM Simmons indicated that consumers have no perceived conflict of interest (unless they serve on a board), that they are speaking for themselves rather than individual provider comments. If on a board, they no longer have unaffiliated consumer status and must disclose this.

Jack Newby stated that he would put the foregoing discussion regarding conflict of interest issues into policy language and circulate it to Committee Members and to City Attorney's Office. From there it will be presented to Steering and then to the Full Council. Committee discussed that this might come back to this Committee.

CM Blum suggested that after Steering it be expedited so that Council Support can distribute to Planning Council ahead of time and ensure that it is reviewed prior to the next Planning Council meeting.

9. Develop Council Policies & Procedures

(Handout of Policies and Procedures General Outline provided to Committee members and available on file at Council Offices)

The Committee discussed how to develop a Council Policy and Procedures document.

CM Simmons questioned whether this was even possible.

CM Blum asked for someone to speak to what this might look like.

CM Pugh indicated that such a Policies and Procedures Manual can be cumbersome and quite lengthy.

CM Blum asked Council Support if anything identified on General Outline (handout) was already available in draft form.

CM Pugh added that several were already completed or underway.

Committee discussed individual items on the General Outline that need to be worked on. Committee discussed questions around "confidentiality policy" and what that means, and seemed to agree that this meant with regard to HIV status, since the other information in the meetings is within the public domain.

Jack suggested that grievance issues, membership committee interviews, information at closed sessions, and so forth need to be confidential and Committee agreed that a policy developed around these matters would be helpful.

CM Kleffner said it would be helpful to have some policy with regard to the relationship between the various counties to clarify some of the verbal agreements.

10. Discuss Development of the MOU with Grantee

CM Simmons asked why the last MOU was never signed. CM Thomas said it was signed. Leah Crask said they were informed that it was lost in the mail and explained that the approval was finalized in March of last year. She said it was approved by Council but Council never received a signed copy from the AIDS Office.

Committee reviewed a handout of Memoranda of Understanding: Operationalizing Roles and Responsibilities between Grantee and Planning Council. (Copy of document provided to all present, and copy included in Council Support offices).

Jack advised Committee that who reports to who, timelines, communication process, is what is wanted in the MOU.

CM Pugh suggested that Committee develop a draft and present it to the Grantee.

CM Thomas stated that most of what is currently available can be used, with some additions, including portions of the grantee assessment, especially with regard to reporting and deliverables.

CM Simmons asked about the duration of the MOU.

Committee agreed that it will be reviewed and renewed annually.

Council Support reviewed CM Sallee's notes which emphasize relationship and communication rather than content of documents.

Jack Newby reviewed specifics of notes.

CM Pugh asked for plan of attack on MOU.

CM Thomas suggested that Jack Newby be involved.

Jack suggested that the first step should be a meeting with Michelle before revisions are made to determine what works and doesn't work. The Committee will do the work on revisions and drafting, but the meeting should be first.

CM Thomas suggested that the AIDS office sign off on the MOU and pointed out the need to identify missing parts.

Jack Newby stated that with a staff member from the Grantee and staff from Planning Council Support present at meeting then there doesn't have to be any waiting time until the next Steering Committee meeting.

Committee discussed that lack of staff at meetings could have contributed to the lack of communication and subsequent problems that developed.

Jack Newby agreed to set up a meeting date with Michelle and CM Pugh offered to participate. CM Blum offered backup. CM Benham offered backup. CM Thomas offered to help with writing. Jack also said he would obtain examples of MOU's from other EMAs.

11. Background/ Discussion of Counties in the EMA

The Committee will discuss background information regarding the presentations from San Mateo and Marin County. The committee will then forward their ideas to the Steering Committee.

CM Kleffner posed a question about what issues specifically are being dealt with and suggested identifying in which direction to go with each issue. CM Kleffner's primary issue is whether Marin County is Title I funded and what framework is involved. CM Kleffner provided a copy of a Marin County Title I contract to Committee Members. Committee discussed that San Francisco has chosen to have San Mateo and Marin counties have their own planning bodies, which go through the San Francisco Planning Council.

Committee discussed differences in the county presentations and issues that were brought up with regard to contract monitoring.

CM Simmons asked for clarification about the dispute in Marin County between consumers and the grantee. CM Kleffner said the dispute was with regard to disbanding the Title I processes and procedures.

Will Carter clarified the issues with regard to consumers in Marin suggesting that Title I prioritization is out of whack with needs of consumers in Marin County. He suggested that clients are paying for services that they are not getting, and do not get services that they believe they do need. He added that consumers and providers believe this has been going on for at least ten years.

CM Simmons asked if consumers are county-wide or a particular city.

Carter indicated that it is county-wide. Underrepresented populations are the same in Marin County as in other counties.

CM Simmons suggested that the consumers need to get a lawyer.

Committee discussed assessment of need, development of a plan, allocation and prioritization. The Planning Council has the responsibility, and it is from tradition and respect for people of Marin County to make their own decisions this has been done. The problem is that Marin County is not conducting a process that meets the needs of consumers, and Marin County has admitted they are not providing service under Title I. Additionally, Marin County has not communicated effectively and the Planning Council has not received the appropriate information and is not incorporating it into the final prioritization. The Planning Council needs to figure out how to fix the problem if Marin County does not take it upon itself to do so.

Committee discussed possible approaches to finding a solution.

Will Carter indicated that the point of the problem is not the structure, but the process. He added that the Marin County Advisory Council is provider-dominated. Carter identified

other specific issues with regard to the process, and what matters is that the solution incorporates what they need. He indicated that housing and transportation issues are not prioritized.

CM Pugh stated that the Council and the Grantee both have responsibility in the issue and suggested that the Grantee needs to ensure that money is being spent appropriately and monitor the situation, as well as addressing any issues. She reiterated that the County of Marin needs to have a Title I Council, and the people of Marin County need a Title I process.

CM Blum emphasized rebuilding communication and accountability of the county. He stated that the Marin County representative communicated that they are interested in having involvement from the Planning Council. CM Blum added that the primary complaint is regarding the fundamental requirements of Title I.

CM Pugh implied that it appears that Marin County is not complying with the contract, and asked Committee how this should be addressed.

CM Simmons indicated that this has come to the Planning Council because consumers are unhappy, but that unhappy consumers can be found in every situation. CM Simmons asked for clarification on getting input from Grantee and contract monitor, and HIV Consumer advocate as well as receiving input from consumers present at meetings.

CM Thomas suggested that the Planning Council put in writing the expectations from other San Mateo and Marin counties that meet criteria for Title I process to specifically do priorities in a way that arrive to Planning Council in time for the overall prioritization. CM Thomas indicated that Marin County needs to get some sort of Title I process somehow. Through the Grantee, the Planning Council assigned that responsibility to the County of Marin.

CM Pugh reiterated that she is unclear about what Marin County does with their money. Will Carter agreed.

Jack Newby reminded Committee that a Needs Assessment is underway, but a big trust issue is causing problems and emphasized that the past needs to be put behind and people need to step up to the plate and move forward with open meetings in such a way that there is a transparency with how numbers get into the contract.

CM Thomas suggested that the Planning Council send a letter to the contractor in Marin County, Marin Dept. of Health and Human Services with regard to the concern and spell out the understanding and expectations with regard to Marin County complying with a Title I process; and that priorities need to be seen in time to incorporate into the Planning Council process.

CM Blum asked about severe need clients and whether prioritization would be different. CM Thomas indicated that information would be used as a feedback mechanism and offer an opportunity for county residents to make a comment.

Committee discussed details regarding how to approach Marin County regarding the issue.

Will Carter stated that he believes that Larry Meredith, Director of Marin County DHHS should be the one who receives the letter.

CM Kleffner suggested that watching the current prioritization process in Marin County would be educational for Council members.

Wade Flores stated that the meetings are closed and that meetings are only announced in one particular publication that does not have wide distribution. CM Pugh indicated that this will be brought at the next Steering Committee meeting. CM Simmons reiterated that there are happy consumers and unhappy consumers in Marin County and cautioned Committee on making decisions based solely on the voices of a few unhappy ones.

Will Carter reiterated that the issue is with regard to the process of Title I.

CM Kleffner repeated her earlier comment that she and the Marin County consumers are not here to complain but simply want a process that follows the CARE Act.

CM Pugh stated that having a copy of the contract is a real eye opener.

CM Thomas made a motion that it will be presented to Steering and that a letter written to Marin County about Title I process, expectations and understanding, and that they should provide a report to Planning Council in enough time to incorporate into Planning Council prioritization. CM Thomas stated that this should incorporate: Needs Assessment, community input, and other aspects of Title I process, accountability for responsibilities assigned to them, all performed with a transparent process.

Committee agreed that their recommendation to Steering should be a letter from co-chairs delineating expectations to the counties with regard to their responsibilities to the prioritization process, and instructing the program manager to report back to the Planning Council on a regular basis.

12. Next meeting date & agenda items

The next meeting for I&P was scheduled for Wed. March 2.

Meeting adjourned at 6:53 pm.

***Mission Statement:** To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.*

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= HIV Health Services Planning Council
 = Infrastructure & Policy Draft Agenda
 Wednesday, March 1, 2005
 25 Van Ness Ave., Room 710 (7th Floor)
 4:30-6:30 p.m.

02-28-JSP01:00 RCVD

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>February 2, 2005, Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Develop Council Policies & Procedures <i>The Committee will discuss and begin to develop a Council Policy and Procedures document.</i>	Group	4:55
8. Discuss Development of the MOU with Grantee <i>The Committee will discuss the development of the Memorandum of Understanding (MOU) with the Grantee.</i>	J. Newby/Group	5:50
9. Next meeting date & agenda items	Group	6:25

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council

Infrastructure & Policy Draft Agenda

Wednesday, March 2, 2005

25 Van Ness Ave., Room 710

4:30-6:30 p.m.

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Committee Members present: Ayisha Benham (Co-chair), George Simmons, Bill Blum, Charles Siron

Committee Members absent: Charlene Pugh (Co-chair), Devin Anderson

Other Council Members present: Laura Thomas

Council Support: Jack Newby, Leah Crask

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve Minutes

The minutes from February 2, 2005 meeting were reviewed and approved.

4. Announcements

CM Blum announced a job opening in San Mateo County in Prevention, targeted to youth outreach, testing and prevention. For more information please contact CM Blum, he will also send an announcement out to the Council.

5. Public Comment

There was no public comment.

6. Steering Committee Update

CM Thomas and Council Support gave a brief update on the February Steering Committee meeting. Most of the meeting focused on the discussion regarding the Counties. The Committee also approved the Conflict of Interest Policy which was then forwarded to the full Council for approval.

7. Develop Council Policies & Procedures

Jack Newby reviewed the documents the Council currently has which should be included in the policies and procedures manual. The Committee also discussed what additional items should be created to be included in this manual. Jack sent out a request to other EMAs asking for information regarding their Policy & Procedure manuals. He received a table of contents from Sacramento, CA EMA. The Committee reviewed the Sacramento document in order to better flesh out the Council's own table of contents.

It was agreed to include the Policies & Procedures for the Advocacy Project in the manual. The Committee discussed having two volumes, Volume 1 being the Council Policy and Procedures Manual and Volume 2 being the CARE Act legislation. The

Committee also agreed to create a web version of the Manual with links to the documents electronically.

Next month the committee will create a template of how to work on governance procedures. Council Support will work with committee members Simmons, Blum and Benham to finish the draft table of contents and create a specific template for some sections of the Policy & Procedures Manual. Council Support will also look at the Membership Policies & Procedures before the next I&P committee meeting and discuss their inclusion into the main document.

The Committee will ask that all other Council Committees come up with their own relevant policies. They will provide a template for the other committees to do this and make the request at Steering.

The I&P Committee will work on developing Meeting Procedure Policies and a Co-chair Election Policy specifically.

Jack Newby will be in contact with the subgroup to begin further work on the Policy and Procedures Manual.

8. Discuss Development of the MOU with Grantee

Jack Newby is working on setting a meeting up with Michelle Long Dixon (HIV Health Services) and CM Pugh to begin discussions regarding the development of the MOU. He anticipates a meeting to be scheduled before the next I&P Committee meeting. Jack will also ask Michelle about contacting our HRSA Program Office directly. The Committee asked that this be discussed with Michelle at Steering, if she had any concerns regarding Council Support contacting our HRSA Program Officer.

9. Next meeting date & agenda items

The next meeting will be on Wednesday, April 6, 2005.

The meeting adjourned at 5:57 p.m.

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- San Francisco
 HIV Health Services Planning Council
 Infrastructure & Policy Draft Agenda
 Wednesday, April 6, 2005
 25 Van Ness Ave., Room 710 (7th Floor)
 4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
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5. Public Comment	Public	4:40
47 05 + 6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Develop Council Policies & Procedures (Cont.) <i>The Committee will continue to discuss and begin to review a Council Policy and Procedures document, and development of new policies and procedures.</i>	Group	4:55
8. Discuss Development of the MOU with Grantee <i>The Committee will discuss the development of the Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.</i>	J. Newby/Group	5:50
9. Next meeting date & agenda items	Group	6:25

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Committee Members Present: Charlene Pugh (co-chair); Ayisha Benham (co-chair); Devin Anderson; Bill Blum; George Simmons; Charles Siron

Council Support Present: Jack Newby; Skot Jonz

1. Introductions

2. Review/Approve Agenda

Committee reviewed the agenda. No objections were made and the agenda was approved by consensus.

3. Review/Approve Minutes *March 2, 2005, Minutes*

The Committee reviewed the minutes from the March 2, 2005 Infrastructure and Policy Committee meeting. No objections were made. CM Benham moved to approve the minutes, CM Siron seconded. The minutes were approved by consensus.

4. Announcements

CM Siron announced the Housing Working Group meeting on April 7 from 4-6pm at 101 Grove Street, Room 200.

5. Public Comment

There were no public comments.

6. Steering Committee Update

CM Pugh reviewed activities and discussions at the Steering Committee meeting, with emphasis on Marin County activities.

CM Siron added other details about Planning Council co-chairs discussion on adhering to time constraints and issues around timing of dinner. Steering also discussed the Community Outreach & Advocacy community meeting scheduled for next week, and the upcoming meeting with San Mateo Planning Committee. The County working group meets on April 20th from 5:30-7:00 pm.

7. Develop Council Policies & Procedures (Cont.)

Jack Newby updated Committee on activities related to the Policy and Procedures document. He and CM Blum worked on the Table of Contents and distributed it to the Committee for review at this meeting. Jack suggested adding an agenda item to other committees to determine if they have additions.

Committee discussed that the Unfunds Policy in Planning needs to move to I&P.

Committee discussed that the Table of Contents looks fine.

Committee discussed providing weblinks to resources on some items, such as the Sunshine Ordinance.

The next step is to give the Table of Contents to all the committees and have them review appropriate sections, make additions and changes as necessary, and provide necessary documents.

CM Siron asked to put this on next month's agenda and Committee discussed adding this item to other committee agendas for the current month.

Jack suggested that Council Members receive only appropriate sections during the development phase, and a final full copy not provided until complete.

Committee discussed adding a link to the full Policies and Procedures on the Council website.

CM Pugh discussed a software program that works well with linking to specific documents.

CM Siron inquired whether in addition to the date in the Version column if there could be a column for Review date. Committee discussed naming this column "Revision".

Committee agreed to include that the committees will review the table of contents and be given target dates to get back to I&P.

Jack indicated that current Policies and Procedures will be organized and gaps identified.

8. Discuss Development of the MOU with Grantee

The Committee will discuss the development of the Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.

Jack reviewed with Committee that a meeting has been set with Michelle at the AIDS Office. Jack informed Committee that Evaluation Committee reviewed the Action Plan Ideas for the Grantee Assessment. (Handout provided to Committee members and available on file at Council Support Offices). Jack provided Committee members with sample MOUs (available on file at Council Support Offices). One of the issues with the Grantee Assessment is the area of getting contracts resolved within a reasonable time. CM Siron asked about a policy that would allow new Council members to vote and be appointed by Council without having to wait for mayoral appointment. Committee discussed that as it stands, appointment must come from the CEO of the grantee, the mayor.

Committee discussed that there can be language added to the contract to make the grantee more accountable for the process.

Committee discussed that the AIDS Office is in the process of providing a clearer definition of their responsibilities to the Evaluation Committee.

Committee reviewed the revisions and recommendations to the Action Plan, and samples. Committee turned their attention to Section III (Communication) of the Sample MOU between the MetroCity Title I Grantee and Planning Council.

CM Siron asked whether the old MOU can be incorporated into the language of the sample.

CM Pugh asked about adding something with regard to documents being reviewed prior to Council Meetings, and why certain information is not being freely shared between the AIDS Office and the Planning Council, especially since this information is available to the public. Documents presented to the Council should be available.

Committee asked to obtain documents from the last Planning Council meeting that were provided by the AIDS Office but insufficient number of copies were made available. Jack agreed to do so.

Committee discussed the issue about difficulty in obtaining electronic copies of the budget when a presentation is being done.

CM Benham asked about a discussion to determine why the AIDS Office is seemingly so defensive and how to resolve this issue. Committee discussed that perhaps the AIDS Office is reluctant to share salary information, but this is collapsed into one lump sum which is acceptable.

Committee discussed that the AIDS Office takes 5% of the budget for their administrative expenses.

CM Siron reiterated that communication, document sharing and reports should be included in the discussion with Michelle of the AIDS Office.

Committee discussed adding specific language that spells out a requirement for the AIDS Office to provide a sufficient number of copies so that Council Members do not have to share, and that an adequate number of copies for the public are available.

Committee discussed clarifying Section IIIA5 of the sample MOU, regarding avoiding inappropriate communication, and information that is considered confidential.

Jack discussed that the Advocacy Project reports should be less specific in identifying agencies in a dispute, complaint, or grievance. CM Siron asked if this could be decided by co-chairs. Jack indicated that it should be in the MOU and also in Policies and Procedures for that particular program (Section 15 – Advocacy Program).

Regarding Section IIIB1, Committee agreed to increase face-to-face meetings with both entities and all parties from once a quarter to monthly.

Regarding Section IIIB2, Committee agreed that the sample MOU should also include the grant, along with the Conditions of Award when making special requests for information or materials. And also change the word “including” instead of “such as”.

CM Pugh added that a budget should be presented to the Council within 30 days of the award, and that this should be spelled out in the MOU.

CM Blum asked for action plans on these issues.

Jack indicated that the primary issue in working with the AIDS Office is the sharing of documents.

Committee reviewed Section IVD3 regarding: The Planning Council will not have access to the grantee’s detailed budget other than the version submitted in the Title I Application, and only grantee staff responsible for financial management will have access to the Planning Council’s detailed budget. Committee discussed that this language was completely eliminated from the MOU.

Committee agreed on reviewing the documents and forwarding them to Michelle from the AIDS Office so she has time to review them before the meeting with CM Genauracos, CM Pugh, Jack Newby. CM Siron asked if he, or others, could attend. CM Blum added that if it is too large of a group it could inhibit building trust.

CM Siron reiterated that the redlined Action Plan Ideas should be incorporated into the MOU. CM Siron asked if a draft revision of the document could be emailed to committee members so that they could have an opportunity to respond.

Committee discussed the issue with regard to having consumers or contractors involved in site monitoring.

Committee reviewed Section IVC1 and IVC2

CM Siron asked if it was necessary to adopt the format of the Sample MOU in order to move on to Steering and the Full Council.

CM Pugh indicated that they would talk about areas in the first meeting and work into drafts later.

Committee discussed that it had been awhile, if ever, that a working MOU was in existence.

Jack indicated that the timeline for the MOU and Action Plan is June and that it seems to be on track.

Committee agreed that with regard to Section VIIC2 that the MOU will be reviewed and revised annually, a change from at least once every two years.

9. Next meeting date & agenda items

Committee reviewed that the next meeting is May 4. Jack reviewed the to-do list for the next meeting is to forward to other committees a copy of the Table of Contents for the Policies and Procedures manual, for them to suggest additions and changes. Committee discussed that Policies and Procedures for the Advocacy Program is already available. Regarding the MOU, Jack reviewed that CM Pugh and he will report back to Committee regarding the meeting with Michelle. As soon as Jack has CM Geanuracos' comments on the Action Plan he will forward to all parties. The sample MOU and Action Plan will go to Michelle, co-chairs, and I&P Committee.

Next agenda will include reviewing current Policies and Procedures as well as I&P's section.

Meeting adjourned at 5:57 pm.

Mission Statement: *To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.*

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= HIV Health Services Planning Council
 = Infrastructure & Policy Draft Agenda
 Wednesday, May 4, 2005
 25 Van Ness Ave., Room 710 (7th Floor)
 4:30-6:30 p.m.

04-3-05202-53 PL

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>April 6, 2005, Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Review Council Policy & Procedures Table of Contents <i>The Committee will review a draft of the Council Policy & Procedures Table of Contents and discuss adding or changing any pertinent documents to this committee. The committee will begin to review the documents if time allows. The committee will continue to review their appropriate documents at the next meeting as well as review suggestions from the other committees at the next meeting.</i>	Group	4:50
8. Discuss Development of the MOU with Grantee <i>The Committee will discuss the development of the Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.</i>	J. Newby/Group	5:50
9. Next meeting date & agenda items	Group	6:25

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HIV Health Services Planning Council
 730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office

25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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- San Francisco

HIV Health Services Planning Council
Infrastructure & Policy Draft Minutes
Wednesday, May 4, 2005
25 Van Ness Ave., Room 710 (7th Floor)
4:30-6:30 p.m.

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Committee Members Present: Charlene Pugh (co-chair), Devin Anderson, Ayisha Benham (co-chair)

Committee Members Absent: George Simmons; Bill Blum; Charles Siron

Other Council Members Present: Brian DiCrocco, Chris Calandrillo

Council Support Present: Jack Newby, Skot Jonz

Others Present: Michelle Long-Dixon; Francene Austin (HHS)

1. Introductions

2. Review/Approve Agenda

Committee reviewed the agenda. CM moved to approve the agenda. Without objection, the agenda was approved by consensus.

3. Review/Approve Minutes

Committee reviewed the minutes from the April 6, 2005 I&P Committee meeting. CM Benham moved to accept the minutes. CM Anderson seconded. All in favor of approving the minutes.

4. Announcements

Jack Newby announced that the Needs Assessment survey tool is finalized and the process is up and running. Francene mentioned that the RFP for Bayview/Hunter's Point COE went out today.

5. Public Comment

There were no public comments.

6. Steering Committee Update

CM Pugh reviewed the draft minutes from the previous Steering Committee meeting and updated Committee on the activities of the Steering Committee. Committee discussed.

7. Review Council Policy & Procedures Table of Contents

The Committee will review a draft of the Council Policy & Procedures Table of Contents and discuss adding or changing any pertinent documents to this committee. The committee will begin to review the documents if time allows. The committee will continue to review their appropriate documents at the next meeting as well as review suggestions from the other committees at the next meeting.

Jack Newby reviewed the available documents provided to Committee Members:

1) Conflict of Interest Policy

- 2) Grievance Policy – the original was in the by-laws. In the old MOU (the one approved but not signed) there is a grievance policy on the last page that might be acceptable. Committee discussed another one used by Shanti that might be useful.
- 3) Meeting Procedures –
- 4) Co-chair Job Description –

Missing policies are:
Committee Development and Organization
Document Handling
Policies Regarding Establishment of Work Groups

Jack asked Committee regarding the missing items if they would prefer Council Support to draft an initial document and then have Committee review and revise. Council Support will attempt to obtain samples from other EMAs.

Jack discussed the Policies and Procedures Manual to include revision dates in the footer and a document locator I.D.

CM Benham suggested that the footer include an adoption date so the minutes from that date could be referred to when necessary.

Jack advised Committee that Conflict of Interest was just adopted so it does not need to be reviewed.

Committee agreed that Committee Development and Organization was already compiled in the form of other documents and agreed to have Council Support rewrite this to present a draft document to Committee.

In reviewing the Meeting Procedures document:

Committee agreed to add a comment regarding the Roberts Rules of Order in use at all meetings. Committee discussed that this document was originally put together to address public comment and not the other areas of the meeting.

Committee agreed to add “Public Comment” to Item 4 in the TOC and remove “Meeting Procedures” from Item 7.

Regarding “Document Handling” Committee discussed whether this policy should include who is the point person for different types of requests. Committee agreed that this is different than the policy under Item 13 “Information Request Policy” which refers specifically to the public. This particular Item “Document Handling” should refer to “internal” document requests. Council Support will prepare a draft.

CM Benham asked if there would be a link to items under “Item 4” of the TOC.
CM Pugh also suggested having the entire P&P manual online.

Jack suggested that Council Support would draft a Grievance Policy based on the old MOU and present to Committee for review.

Committee Development and Organization document: needs to be drafted

CM Banks asked if there were archived documents from previous years for public review. He asked if someone wanted to do general research on Council activities if they could access this information.

Jack Newby provided an overview of what information is available in the archives.

Committee reviewed the document for Council Co-Chair Elections.

CM DiCrocco asked if this document was going to be revised.

CM Pugh indicated that it was only recently approved.

CM DiCrocco indicated that he was not pleased with No. 7 regarding strong written or oral communication skills would limit participation by certain members.

Committee discussed.

CM Benham indicated that if these people were to speak before the State or the media they would need strong communication skills, but it was removed with regard to the committee participation.

Jack reviewed by-laws regarding co-chairs policy, but indicated that it is not a written procedure. He indicated that the policy would be drafted by Council Support and provided to Committee for review and approval. Committee discussed that chairs are nominated in August, elected in September, and take office October 1st.

CM Pugh discussed the document under Item 10 regarding “Unfunds Policy” that I&P Committee develops the policy and Planning implements the policy. Committee discussed moving Unfunds Policy to I&P also, but leaving it in Planning for their approval. CM Benham suggested being specific on this item.

Document entitled “Policies Regarding Establishment of Work Groups”, Committee discussed. Jack discussed that the work groups are covered under Item 16. Specific Work Groups, since they are short term should be removed and simply have the policy for Work Groups.

CM Benham suggested start and end dates for the work groups so that oral history is not relied on and there is documentation to back up the history of the work groups.

Committee discussed the issues that have been involved with the ad hoc work groups, especially around voting.

CM DiCrocco expressed his opinion that only Council Members vote.

Jack indicated that Council Support would draft a policy with regard to Ad Hoc Work Groups. He suggested that public input is important for these work groups, and since they are not a subcommittee that they do not adhere to the same rules.

Jack also discussed that the requirements of the Brown Act and Sunshine Ordinance apply to the work group meetings just as they would with regular committees. Committee discussed that ad hoc work group members need to be held to the same standards and requirements and not be permitted to have email meetings and other meetings outside of noticed meetings. Committee agreed that the vote should only be Council Members, and that it will be flushed out in Steering before going to Full Council.

Michelle discussed angst in the community, for example around the COE, that there has not been enough community input and that they often felt cut out of the process. She suggested gauging the work group depending on the issues, and stated that consensus is a good thing.

Jack indicated that Council Support would work on these documents and the drafts would be distributed to Committee members prior to the next I&P meeting.

At the next meeting, dates for last revision will be included to determine how long it has been since it was last revised.

Francene suggested a procedure for how often items in the P&P are reviewed.

Michelle asked who decides what policies get developed.

Committee discussed.

8. Discuss Development of the MOU with Grantee

The Committee will discuss the development of the Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.

CM Pugh indicated that issue with Senator Enzi interrupted the planned discussion on the MOU.

Michelle suggested that whatever is developed is consistent with the legislation and not in conflict with the Policies and Procedures.

Committee discussed that Jack Newby and CM Pugh would develop a draft to bring to the next Committee meeting and submit to Michelle and then they would clarify items from that point on.

Jack asked if anyone else on the Committee would be interested in working on this matter. Nobody volunteered

9. Next meeting date & agenda items

The next meeting date for I&P Committee is scheduled for June 1st, 2005.

Proposed agenda items include:

The committee will continue to review their appropriate documents at the next meeting as well as review suggestions from the other committees at the next meeting.

Review the MOU [again].

Since committee finished agenda business early, discussion continued with a topic raised by CM Banks around agency problems, denial of service, client bill of rights, and grievance procedures. Committee discussed the possibility of a client/consumer watchgroup to monitor agencies.

CM Banks asked about video-taping these meetings since they are public information, and he wanted to bring up how useful it would be for someone just coming on to the council that these meetings be archived and available on video for people to review. Committee discussed that Sunshine requires the audio recording but unsure about a retention policy. CM Banks indicated he wants to get a feel for the process of voting and feels that it would be useful. Committee discussed how knowing how people vote and whether they have a conflict of interest. Committee discussed the recently compiled conflict of interest matrix. CM Banks believes that providers are taking priority and consumers are getting left behind. He thinks that the damage has been done and there has

been conflicts in the past causing people to vote for services and he is attempting to undo the damage.

Francene mentioned that the Council votes for categories of service, not particular agencies.

Michelle indicated that CM Banks brought up several good points that need further discussion. She indicated that the Council rarely gets a perspective from clients about how priorities play out for consumers, and the system seems to be set up for managed care. The client-centered approach versus the system needs to be discussed by the Council and looked at in the Needs Assessment and 3-year plan. She indicated that this conversation has not been had for several years, and due to the shift in how services are provided it really needs to be looked at again.

Committee discussed issues especially around the format of the COEs and how services are delivered. Committee discussed the problems with clients being intimidated into not filing a grievance.

Michelle asked how to get this type of debate and discussion in front of the Council for the purposes of making decisions. Getting feedback about the COEs is important, and it is important to give the agencies an opportunity to provide their service before criticizing them.

CM Pugh indicated that a Council Member should come to Steering and specifically ask for it to be put on the Planning Council agenda.

Jack Newby suggested having this conversation in the COA committee since they are focused on client input and needs assessment. Although COA looks at the reports from the Advocacy Project, they have not looked at patterns of complaints regarding a particular provider. Jack communicated to CM Banks about putting it on the official agenda of COA for further discussion.

MEETING ADJOURNED AT 6:25 pm.

Mission Statement: *To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.*

MAY 31 2005

- See From...
HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Wednesday, June 1, 2005
25 Van Ness Ave., Room 710 (7th Floor)
4:30-6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>May 5, 2005, Minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Review Council Policy & Procedures Documents (Cont.) <i>The Committee will continue reviewing draft documents and consider suggestions from other committees for changes to Policies and Procedures Table of Contents.</i>	J. Newby/Group	4:50
8. Discuss Draft MOU with Grantee (Cont.) <i>The Committee will discuss the draft Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.</i>	J. Newby/Group	5:50
9. Next meeting date & agenda items	Group	6:25

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Note: *Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

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 730 Polk Street San Francisco, CA 94109

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**HIV Health Services Planning Council
Infrastructure & Policy Draft MINUTES
Wednesday, June 1, 2005
25 Van Ness Ave., Room 710 (7th Floor)
4:30-6:30 p.m.**

Committee Members Present: Ayisha Benham (co-chair); Charles Siron;

Committee Members Absent: William Blum, Devin Anderson, Charlene Pugh, George Simmons

Other Council Members Present: Randy Allgaier, Brian DiCrocco, Raymond Banks;

Others Present: Francine Austin (HHS)

Council Support Present: Skot Jonz

1. Introductions

CM Benham called the meeting to order and those present introduced themselves.

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2. Review/Approve Agenda

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Without quorum, the agenda was not approved.

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3. Review/Approve Minutes

May 5, 2005, Minutes

Without quorum, the minutes were not approved. Francine Austin submitted written changes from the AIDS Office to Council Support which will be incorporated into the minutes and approved at the next meeting.

4. Announcements

There were no announcements.

5. Public Comment

There were no public comments

6. Steering Committee Update

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.
This item was not addressed.

7. Review Council Policy & Procedures Documents (Cont.)

The Committee will continue reviewing draft documents and consider suggestions from other committees for changes to Policies and Procedures Table of Contents.

CM Benham reviewed the reasons for developing a policy for Establishment of Ad Hoc Work Groups. Committee discussed. It was discussed that the Council should decide what a quorum is for these ad hoc groups, and there should be a minimum of three Planning Council members participating in the group. This minimum of three Council Members needs to be spelled out in the policy. Committee considered for voting and quorum purposes, how many of those three Council Members must be present? It was agreed that at least two must be present. Committee wants to ensure that the process is fair and equitable. At least one co-chair of each ad hoc committee must be a Council Member. For quorum purposes, 51% of the overall group, of which 51% of the Council Members on that ad hoc Committee must also be present. Regarding voting: Committee discussed it should mirror the Council process. Having a two-thirds majority of ad hoc committee members present to be allowed to vote. Depending on the issue, the interest and participation can vary. There needs to be a clearly-delineated

policy for membership of the ad hoc committee at the first meeting, so that more flexibility is allowed. The decision needs to be made quickly after formation of the group, and the agreement from the overseeing standing committee regarding voting.

Regarding Election of Council Co-Chairs Policy:

Committee discussed that Item 2, the job description, is already completed. It was agreed that Item 1 and 2 should be merged into one item. Committee asked Council Support to cross-reference the dates mentioned in Items 3, 4, 5 and 6 to determine if they are consistent with By-Laws.

Regarding the Policy and Procedure Table of Contents. Council Support reviewed with Committee the specific changes made to the Table of Contents.

Committee agreed to refer to Establishment "and Development and Operation" of Work Groups to be included.

Committee agreed to leave Establishment of Work Groups in I&P and also in the separate section 16.

Committee agreed to take approval of the changes to the TABLE OF CONTENTS to Steering this month.

CM Benham requested of Council Support....If nobody RSVP's to attend the meeting for I&P...then contact the co-chairs to call the other members regarding attendance.

Committee reviewed Policy and Procedure Manual Update and Review Policy. Committee agreed to send comments to Council Support. Committee made suggestions for title.

8. Discuss Draft MOU with Grantee (Cont.)

The Committee will discuss the draft Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.

Committee reviewed the MOU and the Action Plan and discussed that revisions were being made and would be incorporated in the future. Committee asked if staff could incorporate changes from committees and circulate to all members of I&P. CM Allgaier mentioned that he would forward a copy of his changes to Council Support.

Committee discussed the attachments to the MOU regarding Conflict Resolution. Committee discussed reasons for conflicts between the AIDS Office and the Planning Council and some of the history regarding the conflicts. It was agreed to have this agreement, and a written means for resolving conflict in order to address some of these issues.

CM Banks read to the Committee information from the bylaws regarding conflict resolution, and asked about the difference between the informal process permitted by the bylaws and the more formal process of the MOU.

Committee discussed the importance of having the opportunity to vent and express their opinion, but also having a formal process for resolving conflict. Committee discussed several specific examples regarding conflicts between the Planning Council and the AIDS Office. They want to be clear between a grievance and expressing frustration.

Francine suggested speaking to the person with whom they have a problem rather than going on public record with a complaint.

CM Banks expressed a concern that politics will derail the process and get in the way of providing the

services, and it will be the consumers who suffer. CM Siron suggested that there are few if any Council Members who would let this happen. CM Allgaier agreed.

Committee discussed the importance of having an MOU and that it is agreed to and signed by the AIDS Office and the Planning Council.

Committee discussed there is a section of the MOU that deals with conflicts between the Planning Council and AIDS Office. The Model for Resolving Conflict and the associated chart item should be included in the Table of Contents and the Policy and Procedure Manual for I&P Committee as a specific item.

9. Next meeting date & agenda items

Next meeting will be July 6th.

CM Banks discussed concerns with the Bylaws, specifically regarding the Membership Committee and the demographics of the Council reflecting demographics of the community. Committee discussed whether this should be put on the agenda. CM Banks discussed that there should be more women on the Council. Committee agreed. There was no further discussion about adding this to the agenda. Items for the next agenda include:

Discuss issue regarding the specific function of Steering Committee.

Review May 5, 2005 Minutes, and June 1, 2005 Minutes

Review revised Policy and Procedure documents

Mission Statement: To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.

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JUN 30 2005

HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Wednesday, July 6, 2005
25 Van Ness Ave., Room 330A
4:30-6:30 p.m.

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06-30-05 P04:00 RCYU

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>May 4, 2005, Minutes</i> <i>June 1, 2005 Minutes</i>	Group	4:35
4. Announcements <i>Bill Blum will be absent from Committee meetings for the next 2-3 weeks.</i>	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Discussion on Function of Steering Committee <i>The Committee will discuss issues regarding the specific function of Steering Committee.</i>	Group	4:55
8. Ad Hoc Committees Discussion <i>At the recommendation of Steering Committee, the I&P Committee will continue discussion of the structure and function of Council ad hoc committees and working groups, and begin to draft a policy for inclusion in the Policy and Procedure Manual.</i>	Group	5:20
9. Review Council Policy & Procedure Revised Documents <i>The Committee will review any available revised draft documents for the Policy and Procedure Manual.</i>	J. Newby/Group	5:45
10. Discuss Draft MOU with Grantee(Cont.) <i>The Committee will discuss changes to the draft Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.</i>	J. Newby/Group	6:00
11. Next meeting date & agenda items <i>The next meeting date is scheduled for August 3, 2005 at 25 Van Ness Room 330A.</i>	Group	6:25

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Wednesday, July 6, 2005
25 Van Ness Ave., Room 330A)
4:30-6:30 p.m.

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DEC 29 2005

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Item	Presenter	Time
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes	Group	4:35
<i>May 4, 2005 and June 1, 2005 minutes</i>		
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update	Co-chairs	4:45
<i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>		
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9. Review Council Policy & Procedure Revised Documents	J. Newby/Group	5:45
<i>The Committee will review any available revised draft documents for the Policy & Procedure Manual.</i>		
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<i>The Committee will discuss changes to the draft Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.</i>		
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— San Francisco

=HIV Health Services Planning Council

=Infrastructure & Policy Draft Agenda

Wednesday, August 3, 2005

25 Van Ness Ave., Room 330A

4:30-6:30 p.m.

AUG 01 2005

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>May 4, 2005, Minutes</i> <i>June 1, 2005 Minutes</i> <i>No minutes from July (meeting cancelled)</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
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10. Status of Draft MOU with Grantee <i>The Committee will discuss the status of the Draft Memorandum of Understanding (MOU) with the Grantee including the recommendation from Evaluation Committee regarding the Grantee Assessment Action Plan and Timeline.</i>	J. Newby/Group	6:00

11. Process for Reviewing and Finalizing Policy & Procedure Manual Group 6:15
The Committee will discuss the process for finalizing the Policy & Procedure manual and review draft binder.

12. Next meeting date & agenda items Group 6:25
The next meeting date is scheduled for September 7, 2005 at 25 Van Ness.

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- See From Council
 = **HIV Health Services Planning Council**
 = **Infrastructure & Policy Draft Agenda**
Wednesday, September 7, 2005
25 Van Ness Ave., Room 330A
4:30-6:30 p.m.

19 01 1 0002 01

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>August 3, 2005</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Discussion on Unfunds Policy <i>Russ Zellers will discuss the unfunds policy with the committee and anticipated funds that will need to be reallocated.</i>	Russ Zellers/Group	4:55
8. Draft Committee Development and Organization Policy Group <i>The Committee will develop and review the Committee Development and Organization Policy.</i>		5:15
9. Draft Document Handling Policy (Internal) <i>The Committee will develop and review the document handling policy for internal information requests.</i>	Group	5:35
10. Draft Council Co-chairs Elections Policy <i>The Committee will develop and review the Co-chair elections policy.</i>	Group	5:55
11. Status of Draft MOU with Grantee <i>Brief update on the status of the MOU.</i>	Group	6:15
12. Next meeting date & agenda items <i>The next meeting date is scheduled for October 5, 2005 at 25 Van Ness, Room 330B.</i>	Group	6:25

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**HIV Health Services Planning Council
Infrastructure & Policy Draft MINUTES
Wednesday, September 7, 2005
25 Van Ness Ave., Room 330A
4:30-6:30 p.m.**

Committee Members Present: Bill Blum; Charles Siron, Ayisha Benham

Committee Members Absent: Charlene Pugh; Devin Anderson

Other Committee Members Present: Mark Molnar, Raymond Banks

Others Present: None (Russ Zellers cancelled due to illness)

Council Support Present: Skot Jonz

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1. Introductions

Without a quorum at the beginning of the meeting, those present began with an informal discussion.

CM Molnar discussed briefly his concern regarding an issue with transportation vouchers and a misunderstanding with the AIDS Office. It was agreed to forward this issue to Council Co-Chairs to determine if a decision or directive had been given to the AIDS Office to not fund vouchers from general funds. CM Molnar was satisfied with the answer received, and had to leave the meeting early.

No introductions necessary.

2. Review/Approve Agenda

Agenda Item 7 removed because of Russ Zellers absence due to illness. This item moved to October agenda.

3. Review/Approve Minutes

August 3, 2005

Co-chair Benham made two recommendations for changes to minutes.

1. Remove George Simmons from membership on this committee. On Item 4, change the spelling of cellfons to cell-phones.

With those changes, the minutes were approved by consensus.

4. Announcements

Committee discussed:

1. CM Pugh has asked to have the standing meeting date for this committee moved to Thursday.

2. CM Blum asked to have the standing meeting time for this committee moved up to 3:30 and is agreeable to moving the day to Thursday.

3. CM Simmons to be removed from this committee meeting list as he is officially on the Membership Committee.

4. Committee discussed that the new committee assignments should begin in October and that the membership of this committee will probably change.

ACTION: Discuss CM Pugh's standing (and representation) as a Council Member with Membership Committee. Add this to Membership Committee September agenda.

5. Public Comment

None.

6. Steering Committee Update

The Co-chairs will present a monthly update of the Steering Committee activities and discussions. Co-chair Benham provided an update on the activities and discussions at Steering Committee, specifically the proposal regarding unfunds; and a discussion regarding the function and structure of the Steering Committee. Steering is going to draft a mission statement and something for the policy and procedure manual regarding the function and structure of that committee to be back to I&P Committee by November.

7. Discussion on Unfunds Policy

Russ Zellers will discuss the unfunds policy with the committee and anticipated funds that will need to be reallocated.

This item removed from the agenda. Committee discussed briefly whether and why this will be included on the October agenda.

ACTION: Add Discussion on Unfunds Policy to October agenda. Co-Chair Benham asked for Council Support to have Mr. Zellers send something regarding his presentation in advance to Committee members prior to the next meeting.

8. Draft Committee Development and Organization Policy

The Committee will develop and review the Committee Development and Organization Policy.

Committee reviewed and discussed the draft Committee Development and Organization Policy. The following revisions were recommended:

ADD NEW BULLET:

I&P Committee will receive input from the following sources for making recommendations to maintain or change the current committee structure and function: a survey from Evaluation Committee soliciting feedback from all Council Members individually regarding their respective committees; Co-Chairs of each Committee regarding their respective committees; and Steering Committee.

Bullet 1 – change to: The Infrastructure and Policy Committee will review the current structure and function of the Council's committees within two months after the conclusion of the Council's annual prioritization.

No other changes to the remaining bullets for this policy were discussed.

Committee agreed to review the remainder of the policy, and send any further recommended changes to Council Support. CM Blum also agreed to review.

ACTION: Send revised draft Committee Development and Organization Policy to CM Blum and include changes in the Policy and Procedure Manual.

9. Draft Document Handling Policy (Internal)

The Committee will develop and review the document handling policy for internal information requests.

Committee reviewed and discussed the Internal Document Handling Policy. No changes were discussed or recommended. It was requested to have this policy on a separate page.

ACTION: Finalize the Internal Document Handling Policy in the Policy and Procedure Manual.

10. Draft Council Co-chairs Elections Policy

The Committee will develop and review the Co-chair elections policy.

Committee reviewed and discussed the draft Council Co-Chair Election Policy.

CM Banks expressed concern that at least one co-chair must be a consumer of Ryan White CARE funds. As it stands, the by-laws indicate that one co-chair must be living with HIV or AIDS. Committee discussed that this matter must be brought up as a bylaws change and reviewed the process for doing this, which cannot be done on committee level.

CM Banks expressed interest in seeing a requirement of HIV+ female consumers as a co-chair. Committee discussed that this was not the focus of the current discussion and explained how CM Banks could present his ideas. CM Banks agreed that his issues are at a different level.

ACTION: Council Support to find the HRSA definition of who (specifically whether consumers and minorities) should be members and co-chairs on the Planning Council and provide this information to I&P Committee at the October meeting and email this to all Committee members (and Raymond Banks) when it becomes available. Add this item to October agenda.

Committee agreed that there needs to be more HIV+ council members with fewer conflicts of interest, but this is a separate issue from determining Council co-chairs.

After extensive discussion, it was agreed that the bylaws section are included in the policy for reference only and cannot be changed here at this time. Committee agreed that the remainder of the policy was acceptable as drafted and recommended no changes.

ACTION: Insert Council Co-Chairs Election Policy into Policy and Procedure Manual.

11. Status of Draft MOU with Grantee

Brief update on the status of the MOU.

12. Next meeting date & agenda items

The next meeting date is scheduled for October 5, 2005 at 25 Van Ness, Room 330B.

Co-chair Benham adjourned the meeting at 5:55.

Next meeting is October 6 3:30-5:30. (As agreed the standing meeting time for I&P Committee has been changes to the first Thursday of the month from 3:30-5:30).

ACTION: Council Support to change the standing meeting day and time for I&P Committee to the first Thursday of the month from 3:30-5:30 on all appropriate documents and the Council website and notify all committee and Council Members.

October Agenda items:

CM Banks proposes the addition of a Minority Affairs Committee. CM Banks to provide information about the number of committee members and makeup of this committee.

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HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Thursday, October 6, 2005
Project Open Hand Conference Room 730 Polk St, 3rd Floor
3:30-5:30 p.m.

09-29-05 10:48 RCVD

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
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7. Discussion on Unfunds Policy <i>Russ Zellers will discuss the unfunds policy with the committee and anticipated funds that will need to be reallocated.</i>	Russ Zellers/Group	3:55
8. Policy and Procedure Manual Review <i>The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed. The committee will also decide the timeline for bringing the document to the Council for approval.</i>	Group	4:15
9. Council Demographics(HRSA Requirements) Discussion <i>The Committee will discuss the HRSA requirement regarding Council Member demographics and representation of members and Co-chairs, specifically regarding consumers and minorities.</i>	Group	4:45
10. Minority Affairs Committee Discussion <i>The Committee will discuss CM Banks suggestion of adding a Minority Affairs committee.</i>	Group	4:55
11. Status of Draft MOU with Grantee <i>Brief update on the status of the MOU.</i>	Group	5:15
12. Open Committee Co-chair Nominations- VOTE	Group	5:20

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OCT 27 2005

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Infrastructure & Policy Draft Agenda
Thursday, November 3, 2005
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3:30-5:30 p.m.**

NOTE CHANGE IN MEETING LOCATION

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4. Announcements	Group	3:37
5. Public Comment	Public	3:40
6. Open Committee Co-chair Nominations- VOTE <i>The Co-chairs will open committee co –chair nominations; the committee will vote on new committee co-chairs.</i>	Group	3:45
7. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:00
8. Discussion on Unfunds Policy <i>A brief review of the actions taken regarding the use of Unfunds.</i>	Group	4:05
9. Policy and Procedure Manual Review <i>The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed. The committee will also decide the timeline for bringing document before the Council for approval.</i>	Group	4:15
10. Council Demographics (HRSA Requirements) Discussion <i>The Committee will discuss the HRSA requirement regarding Council Member demographics and representation of members and Co-chairs, specifically regarding consumers and minorities.</i>	Group	4:45
11. Minority Affairs Committee Discussion <i>The Committee will discuss CM Banks suggestion of adding a Minority Affairs committee to the Council.</i>	Group	4:55

12. Status of Draft MOU with Grantee
Brief update on the status of the MOU.

Group

5:15

13. Next meeting date & agenda items

Group

5:25

The next meeting date is scheduled for Thursday, December 1, 2005 from 3:30-5:30

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**HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Thursday, November 3, 2005
Project Open Hand Conference Room 730 Polk St, 3rd Floor
3:30-5:30 p.m.**

NOTE CHANGE IN MEETING LOCATION

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Review/Approve Minutes <i>September 7, 2005. (No minutes from October – meeting cancelled)</i>	Group	3:35
4. Announcements	Group	3:37
5. Public Comment	Public	3:40
6. Meeting Day & Time Change and Status of Committee - VOTE <i>Committee will VOTE on changing the meeting day and/or time; and discuss the status of the I&P Committee.</i>	Group	3:45
7. Open Committee Co-chair Nominations- VOTE <i>The Co-chairs will open committee co –chair nominations; the committee will vote on new committee co-chairs.</i>	Group	4:00
8. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:05
9. Discussion on Unfunds Policy <i>A brief review of the actions taken regarding the use of Unfunds.</i>	Group	4:10
10. Policy and Procedure Manual Review <i>The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed. The committee will also decide the timeline for bringing document before the Council for approval.</i>	Group	4:30
11. Council Demographics (HRSA Requirements) Discussion <i>The Committee will discuss the HRSA requirement regarding Council Member demographics and representation of members and Co-chairs, specifically regarding consumers and minorities.</i>	Group	4:45
12. Minority Affairs Committee Discussion	Group	4:55

The Committee will discuss CM Banks suggestion of adding a Minority Affairs committee to the Council.

- | | | |
|---|-------|------|
| 13. Status of Draft MOU with Grantee
<i>Brief update on the status of the MOU.</i> | Group | 5:15 |
| 14. Next meeting date & agenda items
<i>The standing meeting date and time may be changed.</i> | Group | 5:25 |

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**HIV Health Services Planning Council
Infrastructure & Policy Draft MINUTES
Thursday, November 3, 2005
Project Open Hand Conference Room, 730 Polk Street, 3rd Floor
4:30-6:30 p.m.**

NOTE CHANGE IN MEETING LOCATION

Committee Members Present: Ayisha Benham (co-chair); Margot Antonetty; Charles Siron

Committee Members Absent: Charlene Pugh (leave of absence); Bill Blum (excused)

Other Council Members Present: Randy Allgaier

Council Support Present: Skot Jonz

Others Present: Russ Zellers, Francine Austin

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1. Introductions

Co-Chair Benham called the meeting to order, and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda. One adjustment was made to move Item 9 up on the agenda to accommodate Mr. Zellers schedule. Otherwise the agenda was approved by consensus.

3. Review/Approve Minutes

September 7, 2005. (No minutes from October - meeting cancelled)

The Committee reviewed the minutes from the September 7, 2005 meeting. No changes were requested and the minutes were approved by consensus, with one abstention of a CM who was not present at that meeting.

4. Announcements

CM Allgaier announced that the Training Coordinator, Wilhelmina Parker, has accepted another position.

CM Antonetty announced that Prince Charles and his wife on their visit to San Francisco next week will be visiting the Empress Hotel and discussing homeless issues.

5. Public Comment

No public comment.

9. Discussion on Unfunds Policy

A brief review of the actions taken regarding the use of Unfunds and revision of the Unfunds Policy.

This item moved up on the agenda by Committee approval. Mr. Zellers presented a document entitled Unfunds Policy (Revised Draft, dated 11/03/05). (Document on file at Council Support Offices.)

Committee reviewed and discussed the difference between the Unfunds Policy and the Unfunds action taken recently.

Mr. Zellers indicated that main difference is collapsing of the Unobligated Funds and End of Year Funds, and rewording on a few things. He discussed the difference between Rollover Funds and Unobligated Funds which is described in the document. The other significant change made to the document were reviewed by Mr. Zellers and discussed by committee.

Committee discussed that the Overview can provide more details, and it was important to keep the policy itself less constricting. Committee agreed that the overview will not be included in the Policy & Procedure Manual. Committee agreed that the Draft Unfunds Policy is acceptable. Several suggestions were made to Mr. Zellers regarding specific changes. Mr. Zellers noted changes and agreed to send a revised draft to Council Support.

ACTION ITEM: Council Support to follow-up with Mr. Zellers regarding the draft policy and ensure that a revision date is included in the footer.

CM Allgaier made a motion for the I&P Committee to approve this draft policy as amended.

CM Antonetty seconded.

Unanimous in favor of approving the Unfunds Policy.

6. Meeting Day & Time Change and Status of Committee - VOTE

Committee will VOTE on changing the meeting day and/or time; and discuss the status of the I&P Committee.

The Committee discussed that this is on the agenda because a prior time/day change was made to accommodate a committee member who is no longer participating actively in this committee.

Committee discussed alternatives.

CM Allgaier brought up the issue that this committee is having significant attendance problems, and that the Co-Chairs have considered a discussion on how to structure this committee in the future. Committee discussed the usefulness of continuing, or recommend to Council for this Committee to disband possibly by January or February 2006. CM Allgaier also suggested modifying policies and procedures to reflect that I&P may no longer exist.

Co-Chair Benham suggested finishing out the Policy & Procedure manual, which is one of the primary tasks of the Committee at this time. Committee discussed.

Committee discussed the Committee mission statement, and how these responsibilities could be passed on to other committees.

C-Chair Allgaier suggested that if this item is not decided today that it should be included on the committee's future agendas.

Committee agreed that this issue would be decided on in January after the missing Council Members return, but will be discussed at the next committee meeting in December.

ACTION: Time and date of meeting to remain the same.

ACTION: Council Support to include status of committee as a standing agenda item for discussion.

7. Open Committee Co-chair Nominations- VOTE

The Co-chairs will open committee co-chair nominations; the committee will vote on new committee co-chairs.

Co-Chair Benham remained as Co-Chair. CM Siron accepted as the other co-chair.

Committee voted unanimously to approve CM Siron and CM Benham as committee co-chairs.

ACTION: Council Support to add I&P co-chair names of Ayisha Benham and Charles Siron to all appropriate lists, including Steering Committee.

8. Steering Committee Update

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.
Co-Chair Benham reviewed the minutes from the Steering Committee meeting.

10. Policy and Procedure Manual Review

The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed. The committee will also decide the timeline for bringing document before the Council for approval.

Council Support reviewed with Committee the draft policies needing to be approved.

Regarding:

Council Member Job Description.

Committee discussed and made recommendations for modifications to the policy. Council Support noted.

ACTION: Council Support to modify Council Member Job Description and bring to I&P Committee in December.

HRSA Policies Link: Approved by Committee by consensus.

Public Comment Policy: Committee made changes and Council Support noted. Committee approved the draft policy as amended.

ACTION: Council Support to modify Public Comment Policy as discussed.

Committee Development and Organization Policy: Committee discussed whether this policy should be tabled for later discussion, pending a decision on the future of the I&P Committee. No changes. Approved.

Policy Regarding Establishment, Development and Operation of Work Groups:
Committee made recommendations for changes.

ACTION: Council Support to make modifications to the policy regarding Establishment, Development and Operation of Work Groups. Return to December committee meeting.

Regarding: **Policy and Procedure Manual Update and Review Policy**. Committee reviewed and discussed. No changes were recommended by the Committee. Policy Approved.

11. Council Demographics (HRSA Requirements) Discussion

The Committee will discuss the HRSA requirement regarding Council Member demographics and representation of members and Co-chairs, specifically regarding consumers and minorities.
Co-Chair Benham tabled this item.

12. Minority Affairs Committee Discussion

The Committee will discuss CM Banks suggestion of adding a Minority Affairs committee to the Council.
Co-Chair Benham tabled this item, in light of CM Banks' absence.

13. Status of Draft MOU with Grantee

Brief update on the status of the MOU

CM Allgaier provided a brief update on the status of the MOU, and conversations with the AIDS Office indicate a finished MOU sometime in January 2006.

14. Next meeting date & agenda items

The standing meeting date and time may be changed.

Committee discussed whether to change the committee meeting date and time. The decision was to keep it the same until further notice.

ACTION: Council Support to include status of committee as a standing agenda item for discussion.

Mission Statement: To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

**HIV Health Services Planning Council
Infrastructure & Policy Draft Agenda
Thursday, December 1, 2005
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 p.m.**

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Review/Approve Minutes <i>November 3rd, 2005</i>	Group	3:35
4. Announcements	Group	3:37
5. Public Comment	Public	3:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update and further discussion of function and purpose of the Steering Committee.</i>	Co-chairs	4:05
7. Status of I&P Committee <i>Committee will continue discussion of its status.</i>	Group	3:45
8. Bus Token and Voucher Distribution <i>The committee will discuss the issues regarding parameters using these items.</i>	Group	4:00
9. Policy and Procedure Manual Review <i>The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed. The committee will also decide the timeline for bringing document before the Council for approval.</i>	Group	4:30
10. Status of Draft MOU with Grantee <i>Brief update on the status of the MOU.</i>	Group	5:15
11. Next meeting date & agenda items <i>The standing meeting date and time may be changed.</i>	Group	5:25

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**HIV Health Services Planning Council
Infrastructure & Policy Draft MINUTES
Thursday, December 1st, 2005
DPH, 25 Van Ness Avenue, Room 330B
3:30 - 5:30pm**

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Committee Members Present: Ayisha Benham (co-chair); Charles Siron (co-chair); Margot Antonetty; Bill Blum

Committee Members Absent: Charlene Pugh (leave of absence)

Other Council Members Present: None

Others Present: Francine Austin

Council Support Present: Jack Newby, Susan Latham, Skot Jonz

1. Introductions

Co-Chair Siron called the meeting to order at 3:42 and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed and approved the agenda by consensus.

3. Review/Approve Minutes

Committee reviewed and approved the minutes from November 3, 2005. No changes were discussed and the minutes were approved by consensus.

4. Announcements

CM Antonetty reminded committee that today is World AIDS Day.

Council Support introduced the new staff member, Susan Latham.

CM Blum announced that CM Booker was nominated as Outstanding Woman of the Year Award in San Mateo County.

5. Public Comment

None.

6. Steering Committee Update

Council Support provided an update on the activities of the Steering Committee which involved discussion on the Unfunds Policy, as well as revisions to the Public Comment policy. Other policies reviewed at Steering were approved at Full Council meeting. Steering discussed having a community-wide meeting to discuss future cuts and strategy for dealing with this and communicating with Board of Supervisors regarding use of general funds, and who should coordinate this. Other discussions included the presentations to Full Council for the Needs Assessment.

7. Status of I&P Committee

Committee continued the discussion on the status of the I&P Committee. Co-Chair Benham mentioned that it was CM Allgaier who proposed disbanding the I&P Committee, and that nobody serving on the Committee was in favor of this proposal. Co-Chair Benham mentioned that Membership Committee should monitor people with attendance issues and it should not be the responsibility of the Committee. Committee discussed that with illnesses, too many demands with ad hoc committees, and other issues it can be difficult to have full attendance all the time.

Committee discussed participation and whether I&P serves a purpose in light of the function of the other committees. CM Antonetty discussed that lack of attendance should not determine whether this is a

valid committee.

CM Blum mentioned that it was very difficult to be meaningfully connected to enough meetings to make intelligent comments, and he keeps getting volunteered for more, for example the Counties Working group, and the Needs Assessment group, and the additional work on the other Council Committees. He mentioned that this is a larger structural problem that needs to be addressed.

Co-Chair Benham mentioned that with regard to the ad hoc committees, it tends to burn out Council Members having to attend several committees, including Steering and Full Council.

Co-Chair Siron asked Council Director about the possibility of reducing the number of standing committee to four instead of six. For example merge I&P and Evaluation, Membership, Planning and Community Outreach combined, and Steering. This would permit more people in each committee and help with attendance and quorum issues.

Jack Newby indicated that this would be a good question to bring up at the upcoming Steering Committee retreat. He added that the exceptional number of ad hoc groups imposed on the Council, such as Housing, Needs Assessment, Comprehensive Plan. He suggested instead of creating more ad hoc groups to give the work to a standing committee. He added that the issue is also part of Membership Committee not properly screening new members and having members who do not participate properly or have a necessary commitment level. He added that there were issues with the increased work load, but now I&P looks more stable, and perhaps this agenda item could be removed from the agenda. Committee discussed the natural attrition, especially in light of burnout. Jack added that the key committee is Membership, and looking at how members are recruited and assigned to committees should be a key component of the retreat to get some clarity.

ACTION: This item regarding Committee formation, quorum, and membership will be discussed at the upcoming Steering Committee Retreat.

8. Bus Token and Voucher Distribution

The committee will discuss the issues regarding parameters using these items.

Jack Newby discussed with Committee the history of this matter regarding bus tokens and voucher distribution. He mentioned that there is a policy that vouchers and tokens should only go to CARE-funded agencies. Since funding is decreasing, should vouchers and tokens go to agencies that serve CARE-clients or only CARE-funded programs.

Francine Austin, mentioned that the mixed-funding agencies may have lost CARE funding and general funds are coming in, although they still serve CARE clients. If the policy is only to serve CARE clients, then there is a disservice to clients. Francine suggested that the policy should reflect that the agency or program serves Ryan White CARE eligible clients, dually-diagnosed, low income, and severe need. For example, some of the COEs that are not CARE funded would not be eligible for vouchers or tokens for their clients.

CM Antonetty suggested that it is merely a matter of semantics and it needs to be spelled out clearly in writing.

Jack Newby added CM Molnar's concerns to the discussion. He mentioned that the discussion that took place at a Council Meeting either in 2002 or 2003 could not be located. He suggested that the policy should read that vouchers and tokens should be available to CARE-eligible clients regardless of the funding stream.

CM Blum suggested having a mechanism in place for proper screening, as well as phrasing the policy in a way that does not incur further scrutiny from HRSA.

Francine Austin commented that agencies that receive and distribute vouchers and tokens are audited regularly by contract monitors. She added that some agencies were unclear, if some clients were receiving vouchers only, and not necessarily in REGILE in any other service, but should qualify. She added that it should also be limited to HIV Health Services agencies so there is no confusion with State-funded programs wanting to access the vouchers and token program.

CM Antonetty suggested that the linguistic laziness caused these problems.

Jack asked if decision is made to include other Title II or Title III agencies, how would HIV Health Services be impacted?

Francine suggested they have to be able to access REGILE. Francine indicated some agencies have asked for one-time use of vouchers. How is it figured into the discussion whether an agency put more money into a service rather than vouchers. Which is a priority? Committee discussed that this matter has been discussed at length, and that there were different proposals for how to address the issue.

Jack responded that his involvement in federal monitoring, and discussed different methods for spending down the money. He expressed concern that HRSA might have issues with accessing vouchers that may not be used until the following fiscal year.

Co-Chair Siron asked if Committee is willing to have him work with staff and AIDS Office and bring a draft to the next meeting. Committee agreed this would be acceptable. Committee discussed that there are two issues, whether to ask for vouchers to begin with, and how to decide how they are distributed.

Committee discussed that this is a beginning of a dialogue to resolve some of the issues that HIV Health Services has faced. The concerns seem to be why money is left over so late in the year and why is it going to vouchers and not services.

ACTION: Add this item regarding vouchers and bus tokens for discussion at the Steering Committee Retreat discussion.

ACTION: Add Voucher Item discussion and review of DRAFT POLICY to I&P January agenda, and include representatives from HAPN in the discussion.

9. Policy and Procedure Manual Review

The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed. The committee will also decide the timeline for bringing document before the Council for approval.

Committee reviewed the following policies and made the associated changes:

- Policy Regarding Establishment, Development and Operation of Work Groups: Committee all in favor. None opposed.
- Council Member Job Description: Committee discussed that there were some changes to the first bullet regarding individual caregivers to people living with HIV/AIDS and changes to the second sentence. Council Support noted. With those changes Committee all in favor. None opposed.
- Priority Setting and Resource Allocations Process: Committee reviewed and made several changes. Council Support noted. With those changes, Committee all in favor. None opposed. Go ahead and make changes and forward to Steering.

- Development of Comprehensive Plan: Committee reviewed and made several changes. Council Support noted. With those changes, Committee all in favor. None opposed. Committee approved forwarding policy to Steering.
- Statement of Values. Committee discussed changes. Council Support noted. With those changes, Committee all in favor.

Committee discussed that the intent of COA Committee policies is clear, but it is not written as clearly as it could be. CM Antonetty suggested that members of the I&P Committee review the policies and revise. CM Blum agreed to work on editing and submit to Council Support.

ACTION: Council Support to send electronic versions of these documents to Bill Blum.

ACTION: Revised COA Committee policies added to January I&P agenda.

- Consumer Input and Development of Community Fora
- Provider Input
- Community Outreach
- Consumer Rights and Responsibilities

ACTION: Council Support to revise the three Evaluation Committee policies and return to I&P Committee in January:

Grantee Assessment Procedures
Monthly and Quarterly Council Meeting Evaluations
Annual Planning Council Evaluations

ACTION: Forward these policies to December Steering Committee for review and approval to forward to Full Council in December for VOTE and approval:

Policy Regarding Establishment, Development and Operation of Work Groups Ad Hoc Work Groups
Council Member Job Description
Priority Setting and Resource Allocations Process
Development of Comprehensive Plan
Statement of Values
Consumer Input and Development of Community Fora
Provider Input
Community Outreach
Consumer Rights and Responsibilities

Others include: Document Handling (Internal Requests)
Council Co-Chair Elections
Steering Committee Function and Purpose

Committee reviewed the Steering Committee Function and Purpose Document. Council Support noted changes discussed. Committee unanimously approved with amendments.

ACTION: Council Support to make recommended changes to Steering Committee Function and Purpose document, forward back to Steering for approval and forwarding to Full Council.

Council Support inquired about the appearance of Conflict of Interest Policy on the Table of Contents. Committee discussed and Council Support will modify according to discussions.

ACTION: Council Support to modify Policy & Procedure Manual Table of Contents regarding Conflict of Interest Policy as discussed.

10. Status of Draft MOU with Grantee

Brief update on the status of the MOU.

Jack Newby reported that the MOU is almost completed.

11. Next meeting date & agenda items

The next meeting is scheduled for January 5, 2006.

Potential agenda items, discussed above

Voucher and Token draft policy

More Policies (probably from Membership Committee)

Co-Chair Siron adjourned the meeting at 5:35 p.m.

Mission Statement: To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.

Home | Community Outreach & Advocacy Committee | Infrastructure & Policy Committee | Evaluation Committee
Membership Committee | Planning Committee | Steering Committee

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA
Thursday, January 5th, 2006
DPH, 25 Van Ness Avenue, Room 330B
3:30-5:30 pm

12-00-05 Public Library

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|---|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:33 |
| 3. Review/Approve Minutes
<i>December 1st, 2005</i> | Group | 3:35 |
| 4. Announcements | Group | 3:37 |
| 5. Public Comment | Public | 3:40 |
| 6. Steering Committee Update
<i>The Co-chairs will present a monthly update and further discussion of function and purpose of the Steering Committee.</i> | Co-chairs | 3:42 |
| 7. Review and Discussion of Policy Regarding Voucher Distribution-VOTE
<i>The committee will discuss the issues and proposed draft policy.</i> | Group | 4:00 |
| 8. Policy and Procedure Manual Review-VOTE
<i>The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed. The committee will also decide the timeline for bringing document before the Council for approval, review policies to recommend to the Full Council.</i> | Group | 4:30 |
| 9. Discussion of Meeting Minutes Form and Content | Group | 5:10 |
| 10. Status of Draft MOU with Grantee
<i>Brief update on the status of the MOU with SFDPH.</i> | Group | 5:15 |
| 11. Next meeting date & agenda items
<i>The next meeting will be Thursday, February 2nd, 2006 at the same location.</i> | Group | 5:25 |

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HIV Health Services Planning Council

730 Polk Street, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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CANCELLED
HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA
Thursday, January 5th, 2006
DPH, 25 Van Ness Avenue, Room 330B
3:30-5:30 pm

71-04-10104-1

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA
Thursday, January 12th, 2006
DPH, 25 Van Ness Avenue, Room 330B
3:30-5:30 pm

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT MINUTES
Thursday, January 12th, 2006
DPH, 25 Van Ness Avenue, Room 330B
3:30-5:30 pm

Committee Members Present: Ayihsa Benham (co-chair); Charles Siron (co-chair); Bill Blum; Margot Antonetty

Committee Members Absent: Charlene Pugh

Other Council Members Present: Randy Allgaier

Others Present: Francine Austin

Council Support Present: Jack Newby; Skot Jonz

1. Introductions

Co-Chair Benham called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda and it was approved by consensus.

3. Review/Approve Minutes

Committee reviewed the minutes from *December 1st, 2005*. No changes were made and the minutes were approved by consensus.

4. Announcements

Co-Chair Siron announced that Will Carter passed away and there will be a memorial service celebrating his life on January 21st.

5. Public Comment

There were no public comments.

6. Steering Committee Update

Co-Chair Siron presented an update on the latest Steering Committee activities.

7. Review and Discussion of Policy Regarding Voucher Distribution-VOTE

The Committee reviewed and discussed the draft policy regarding Voucher Eligibility. It was agreed to add an asterisk to eligibility criteria specifying the EMA eligibility criteria which refers to the appropriate policy in the Council Policy & Procedure Manual.

It was agreed to add a footnote indicating that other counties in the EMA have their own policy regarding distribution vouchers.

During presentation to the Council, this will be included as an attachment for reference.

Co-Chair Siron indicated that Francine from the AIDS Office reviewed this draft policy and expressed that it was acceptable.

Francine Austin provided comments and suggestions on the voucher issue. Committee discussed.

CM Blum made a motion to approve the policy as revised. Seconded.
Committee voted on the draft policy as revised. Unanimous in favor.

ACTION: Council Support to revise Voucher Eligibility Policy as discussed and forward to Steering Committee.

8. Policy and Procedure Manual Review-VOTE

Committee reviewed draft policies from Community Outreach and Advocacy Committee:
Statement of Values
Consumer Input and Development of Community Fora
Provider Input
Community Outreach and Advocacy Committee
Consumer Rights and Responsibilities
Policy Regarding Advocacy Project Report

CM Allgaier suggested having language added that indicates that COA should coordinate with Planning Committee to better impact the prioritization process.

“Ensure needs of other committees and Council as a whole are met” to be added to Community Outreach and Advocacy Committee, Community Fora section, #5.

Committee discussed the draft Policy Regarding Advocacy Project Report:

CM Blum made a motion to table this particular motion and have it go to the Steering Committee retreat for further discussion.

Seconded.

Committee discussed.

Committee voted on CM Blum’s motion. Unanimous in favor.

CM Blum made a motion to vote on the other COA policies with revisions discussed.
Seconded.

Committee discussed.

Committee voted on CM Blum’s motion. Unanimous in favor.

These policies approved and will be forwarded to Steering Committee and then to Full Council for vote and approval for inclusion in Council Policy & Procedure Manual:

Statement of Values
Consumer Input and Development of Community Fora
Provider Input
Community Outreach and Advocacy Committee
Consumer Rights and Responsibilities

Committee discussed the draft Membership Committee Policies available for I&P Committee review, specifically with attention to the changes made to the Leave of Absence Policy.

Demographics and Membership Selection Criteria Policy – OK by I&P
Conflict of Interest Policy – OK by I&P
Residence Requirements Policy – OK by I&P
Excused Absences Policy – OK by I&P
Resignation Policy –OK by I&P with minor changes (see JACK’S NOTES)
Training and Orientation Policy – OK per I&P with changes as noted
Mentoring Program Policy – OK per I&P with minor revisions. (see JACK’S NOTES_
Proxy Voting Policy – OK per I&P.

Draft Meeting Attendance Requirements Policy – not approved by I&P, need to be revisited by Membership in February 2006

Council Member Reimbursement Policy – return to February Membership Committee

Applying for Council Membership Policy – needs to be approved by membership

Committee Interview and Nominations Policy - needs to be approved by membership

Appointment Process Policy - needs to be approved by membership

Term Length Policy - needs to be approved by membership

Committee Assignments Policy - needs to be approved by membership

Recruitment Policy – TABLED for REVIEW AT FEB. MEMBERSHIP COMMITTEE

Draft Leave of Absence Policy (RETURN TO MEMBERSHIP COMMITTEE FOR REWORKING).

Concerns are that a leave of absence should not be extended more than one time, and cannot exceed four months total. There needs to be a very clear policy. Also include a proactive role in contacting someone when members are absent for extended periods of time. Also need to retain the statement regarding the item “considered to have resigned”. I&P agrees to leave the current Leave of Absence Policy in the by-laws as is until revised by membership.

CM Allgaier moved to approve the policies as amended and forward to Steering.

Seconded.

Discussion.

Vote on motion, unanimous in favor.

ACTION: COUNCIL SUPPORT TO FORWARD POLICIES AS AMENDED TO STEERING COMMITTEE

CM Allgaier and CM Antonetty commended Council Support for efforts to move forward so many policies in a short amount of time.

9. Discussion of Meeting Minutes Form and Content

Tabled for discussion at February meeting.

10. Status of Draft MOU with Grantee

Jack Newby provided an update that the MOU is almost completed.

11. Next meeting date & agenda items

The next meeting will be Thursday, February 2nd, 2006 at the same location.

Potential agenda items include:

Discussion of Meeting Minutes Form and Content

Status of MOU

Policies & Procedure Manual Review

Co-Chair Siron adjourned the meeting at 5:40 p.m.

JAN 31 2006

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA
Thursday, February 2, 2006
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 pm

1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Review/Approve Minutes <i>January 12th, 2006</i>	Group	3:35
4. Announcements	Group	3:37
5. Public Comment	Public	3:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update on the Steering Committee.</i>	Co-chairs	3:42
7. Policy and Procedure Manual Update <i>The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed.</i>	Group	4:00
8. Discussion of the HIV Consumer Rights Advocacy Project <i>The Committee will discuss Advocacy Project policies and procedures.</i>	Group	4:15
9. Discussion of Meeting Minutes Form and Content - VOTE <i>Development of policy recommendation</i>	Group	4:45
10. Review the January 27th Annual Retreat Discussion of the Work Plan for the Infrastructure and Policy Committee - VOTE <i>The Committee will review discussions from the retreat about the Work Plan of the committee and develop committee work plan.</i>	Group	4:50
11. Status of Draft MOU with Grantee <i>Brief update on the status of the MOU with SFDPH.</i>	Group	5:15
12. Next meeting date & agenda items <i>The next meeting will be Thursday, March 2nd, 2006 at the same location, but moved to Room A.</i>	Group	5:25

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**HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT MINUTES
Thursday, February 2, 2006
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 pm**

Committee Members Present: Ayisha Benham (co-chair); Charles Siron (co-chair); Bill Blum;

Committee Members Absent: Margot Antonetty (excused)

Other Council Members Present: Don Soto; Billie-Jean Kanios

Others Present: None

Council Support Present: Jack Newby, Enrique Asis, Skot Jonz

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1. Introductions

Co-Chair Benham called the meeting to order at 3:40 p.m. and those present introduced themselves.

2. Review/Approve Agenda

Committee discussed and agreed to move Item 11 (MOU Update) to follow Item 6. Otherwise the agenda was approved by consensus.

3. Review/Approve Minutes

The Committee reviewed the minutes from January 12, 2006 and they were approved by consensus.

4. Announcements

Jack Newby presented a Certificate of Appreciation to CM Siron for his service as a Council Co-Chair. Jack introduced Enrique Asis as the new Training and Evaluation Coordinator.

5. Public Comment

No public comments.

6. Steering Committee Update

Jack Newby indicated that most of the items discussed at Steering were touched on at the Council Meeting and Steering Committee retreated which will be discussed later in the agenda. CM Soto provided more information about specific activities and discussions at the Steering Committee Retreat.

7. Policy and Procedure Manual Update

Jack reviewed with the committee the draft Policy and Procedure Manual Table of Contents and assessed what needs to be completed. Committee discussed.

Committee discussed that CM Blum may be involved with the POI Committee and may not be able to attend this committee on a regular basis. He did indicate that he would be available for proofreading. Committee discussed the policies that need to be reviewed by committee and forward to I&P.

Committee agreed to have Council Co-Chair Elections policy reflect the latest by-laws changed. Committee discussed that the bylaws change had never been implemented properly without a written policy and there has been some confusion around the term length for Council Co-Chairs.

The consensus of two co-chairs present at this meeting had differing ideas of the Council Co-Chair term length.

Co-Chair Kanios suggested staggered terms so that there is always an experienced Council Member as Co-Chair.

CM Blum suggested a recommendation for a bylaws change and a follow-up vote. He suggested that the committees should discuss, go to Steering.

CM Blum Motion: Approach co-chairs if they are ok with serving two-year term. If yes, present to Steering and explanation and need to get in bylaws. If approved by Steering, on to Full Council to VOTE to clarify to reaffirm that Council wants to be in synch with bylaws.

Seconded.

Discussion.

VOTE: Unanimous in favor.

CM Blum Motion: Initiate a conversation about a bylaws change, to reflect having a staggered Co-Chairs arrangement.

Seconded.

Discussion.

VOTE: Unanimous in favor.

ACTION: FORWARD THESE TWO MOTIONS TO STEERING COMMITTEE FOR DISCUSSION AND VOTE

8. Discussion of the HIV Consumer Rights Advocacy Project

The Committee discussed the Advocacy Project policies and procedures. Jack Newby provided background information regarding the Consumer Rights Advocacy Project policy regarding reporting, which have in the past included agency names. COA Committee had discussed and it was agreed that service-related grievances, the agency name can be included. With regard to personnel-related grievances, the agency name would not be included. That policy was approved by COA, reviewed and approved by I&P, and went to Steering. Steering did not approve and forward to Council because there of concern about including agency names. This issue was discussed at Steering Committee retreat. It was decided at the retreat to return this issue to Steering Committee to make a decision.

9. Discussion of Meeting Minutes Form and Content - VOTE

Development of a policy recommendation

Jack reviewed with Committee regarding whether a policy is required to specify how minutes are compiled. He explained how the lack of a policy causes confusion about the content. Some Council Members prefer the detail, while others get confused and don't read them. Committee reviewed Robert's Rules on taking minutes. Committee discussed that minutes should be a record of what was done not what was said.

Co-Chair Siron suggested adopting Robert's Rules guidelines regarding form and content of minutes:

ACTION: Council Support to draft a policy regarding form and content of Minutes incorporating guidelines from Robert's Rules to be include in Meeting Procedures section of P&P Manual and return to I&P in March for review.

10. Review the January 27th Annual Retreat Discussion of the Work Plan for the Infrastructure and Policy Committee - VOTE

Jack reviewed with Committee since no co-chairs from I&P were present at the Steering Committee Retreat. Discussions involved review of the Comprehensive Plan and which committee owns which action step.

Committee reviewed which items relate to I&P Committee:

Review Coordination of Housing Funding Streams; Explore Housing Funding Options; Monitor Action Plan and MOU; Complete Policy Manual; Assess Council Structure, and specific Comprehensive Plan Goals.

Committee discussed these and other actions that should fall under the responsibility of I&P Committee. Committee agreed that this should keep the committee busy for the year.

Co-Chair Siron made a motion to approve the stated goals for the year.

Seconded.

Unanimous in favor.

Committee discussed the possibility of having a joint meeting with Evaluation to discuss the possibility of merging the two committees, perhaps in May.

11. Status of Draft MOU with Grantee

Jack Newby provided an update on the status of the Draft MOU with Grantee. All the points in the MOU have been reviewed, and a draft has been forwarded to Michelle Long and SFDPH and should be forwarded to Steering and Full Council at the February meeting.

Committee discussed the best way to present the MOU to the Full Council considering that many new Council Members have not been involved in the process. Committee discussed ensuring that all Council Members receive a copy of the MOU prior to the Full Council Meeting (via mail and email).

ACTION: Council Support to email MOU to all Council Members prior to the Full Council meeting (in addition to mailing). It was discussed that the work has been done in committees should be respected and not second-guessed at the last minute. This item to go to Steering agenda and Full Council agenda for a VOTE.

12. Next meeting date & agenda items

The next meeting will be Thursday, March 2nd, 2006 at the same location

Potential agenda items for the next I&P Meeting include the following:

- Issue of POI and whether it is a full committee or subcommittee.
- **ACTION: Council Support to poll committee about change of date to avoid conflict with POI Committee (first Wed. or Thursday).**
 - P&P as available (including Meeting Minutes Policy)
 - Work Plan –
 - Update on MOU
 - Update on Council Co-Chair election policy

Co-Chair Siron adjourned the meeting at 4:50 p.m.

ACTION: When drafting February Steering Committee agenda, please attempt to put any I&P items near the top of the agenda.

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Policy & Evaluation Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA
Thursday, March 2, 2006
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 pm

- | | | |
|---|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:33 |
| 3. Review/Approve <i>February 2, 2006 Minutes</i> | Group | 3:35 |
| 4. Announcements | Group | 3:37 |
| 5. Public Comment | Public | 3:40 |
| 6. Steering Committee Update | Co-chairs | 3:42 |
| <i>The Co-chairs will present a monthly update on the Steering Committee.</i> | | |
| 7. Policy and Procedure Manual Update | Group | 4:00 |
| <i>The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed.</i> | | |
| 8. Discussion of the HIV Consumer Rights Advocacy Project | Group | 4:15 |
| <i>The Committee will discuss Advocacy Project policies and procedures.</i> | | |
| 9. Status of Draft MOU (Memorandum of Understanding) with Grantee, San Francisco Department of Public Health, HIV Health Services | Group | 4:55 |
| <i>Brief update on the status of the MOU with SFDPH.</i> | | |
| 11. Next Meeting Date & Agenda Items | Group | 5:25 |
| <i>The next meeting will be Thursday, April 6th, 2006 at the same location.</i> | | |

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HIV Health Services Planning Council

730 Polk Street, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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APR 14 2006

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT MINUTES
Thursday, March 2, 2006
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 pm

Committee Members Present: Ayisha Benham (co-chair); Margot Antonetty

Committee Members Absent: Charles Siron

Other Council Members Present: None

Others Present: Francine Austin

Council Support Present: Jack Newby, Skot Jonz

1. Introductions

Co-Chair Benham called the meeting to order at 3:45 p.m. and those present introduced themselves.

Note: This is no longer the home committee for CM Blum due to his participation on the POI Committee and therefore no longer counts for quorum purposes.

2. Review/Approve Agenda

The committee reviewed and approved the agenda by consensus.

3. Review/Approve *February 2, 2006 Minutes*

The committee reviewed the minutes from February 2, 2006 and they were approved by consensus.

4. Announcements

The following announcements were made:

- Ayisha Benham announced that she will be in Africa in April and will not be in attendance at the I&P committee meeting, Steering or Council meeting.
- Council Support announced the resignation of CM Booker.

5. Public Comment

There were no public comments.

6. Steering Committee Update

Committee discussed the activities and discussions of Steering Committee.

7. Policy and Procedure Manual Update

Committee reviewed the draft Policy and Procedure Manual and assessed what needs to be completed. Jack reported that the Membership Committee is having difficulty getting to all of their policies due to applicant interviews and other matters.

Committee decided to recommend to Membership Committee that I&P Committee will offer to review and approve the pending policies so they may be forwarded to Steering.

ACTION: Council Support to inform Membership Committee that I&P Committee is offering to finalizing the remaining policies and procedures pending completion from Membership Committee.

8. Discussion of the HIV Consumer Rights Advocacy Project

Committee reviewed and discussed Policy Regarding Advocacy Project Report and agreed that it was not necessary to disclose agency name in the reports.

ACTION: Return to Steering Committee the Policy Regarding Advocacy Project Report with recommendations from I&P. CM Antonetty agreed to attend Steering to communicate this recommendation. ADD TO Steering agenda. REMIND CM Antonetty.

9. Status of Draft MOU (Memorandum of Understanding) with Grantee, San Francisco Department of Public Health, HIV Health Services

Council Support provided an update on the status of the MOU with Grantee which was approved at the latest Planning Council meeting, pending minor grammatical and punctuation changes.

10. Next Meeting Date & Agenda Items

The next meeting date is scheduled for Thursday April 6th, 2006.

ACTION: Due to absence of Co-Chair Benham – I&P Committee needs to reschedule April meeting to the 20th.

Potential agenda items for the April 20th, 2006 meeting include the following:
Determine how to operationalize a by-laws change regarding Co-Chair Elections
Review and revise Membership Committee policies & procedures as available
Review and approval of January and February I&P minutes
Review and revise other policies and procedures available

ACTION: Recommendation from I&P forwarded to next Steering meeting regarding Co-Chair Elections issue incorporating drawing of lots or decision among the Co-Chairs. Then return to I&P for finalizing.

Co-Chair Benham adjourned the meeting at 4:40 p.m.

APR 14 2006

HIV Health Services Planning Council**INFRASTRUCTURE & POLICY DRAFT AGENDA****Thursday, April 20th, 2006****DPH, 25 Van Ness Avenue, Room 600****3:30-5:30 pm****PLEASE NOTE ROOM CHANGE!!!!**SAN FRANCISCO
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|---|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:33 |
| 3. Review/Approve March 2nd, 2006 Minutes | Group | 3:35 |
| 4. Announcements | Group | 3:37 |
| 5. Public Comment | Public | 3:40 |
| 6. Steering Committee Update | Co-chairs | 3:45 |

The Co-chairs will present a monthly update on the Steering Committee.

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|---|-------|------|
| 7. Discussion on How to Operationalize a Bylaws Change for Staggering the Terms of Council Co-Chairs | Group | 3:55 |
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| 8. Policy and Procedure Manual Update | Group | 4:10 |
|--|-------|------|

The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed:

- *Supervision of Director*
- *Membership Committee Policies:*
 - Meeting Attendance Policy
 - Applying for Council Membership
 - Nominations and Interview
 - Appointment Process
 - Term Length Policy
 - Committee Assignments
 - Council Member Reimbursement Policy
 - Recruitment
 - Leave of Absence

- | | | |
|--|-------|------|
| 8. Discussion of the HIV Consumer Rights Advocacy Project | Group | 4:20 |
|--|-------|------|

*The Committee will discuss Advocacy Project policies and procedures.***9. Merging of I&P (Infrastructure and Policy) and Evaluation Committee**

Group 5:10

Brief update on the status of the merge of these two committees

- | | | |
|---|-------|------|
| 11. Next Meeting Date & Agenda Items | Group | 5:25 |
|---|-------|------|

*The next meeting will be Thursday, May 4th, 2006 at the same location, Room 330A.****Mission Statement:** To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.*

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San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT MINUTES
Thursday, April 20th, 2006
DPH, 25 Van Ness Avenue, Room 600
3:30-5:30 pm

Committee Members Present: Charles Siron (co-chair); Margot Antonetty

Committee Members Absent: Ayisha Benham (co-chair)

Other Council Members Present: Randy Allgaier, Ken Pearce

Others Present: Francine Austin

Council Support Present: Jack Newby, Richard Bargetto, Joe Lynn

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1. Introductions

Co-chair Charles Siron called the meeting to order at 3:41 pm. Those present introduced themselves.

2. Review/Approve Agenda

Motion (Siron/Antonetty) to approve the agenda passed unanimously

3. Review/Approve *March 2nd, 2006* Minutes

Motion (Antonetty/Siron) to approve the minutes passed unanimously

4. Announcements

Mr. Jack Newby introduced Mr. Joe Lynn, new council support staff.
CM Margot Antonetty announced that a Petchitecture event was imminent.
Mr. Newby presented a first compilation of the Policies and Procedure Manual now under construction.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The Co-chairs will present a monthly update on the Steering Committee.

Council Co-Chair Randy Allgaier said that the Steering Committee had considered possible action on the \$337,000 deduction from housing, questions regarding sharing REGGIE data, the draft HRSA policy on housing, and the detail needed in the Advocate's monthly report.

7. Discussion on How to Operationalize a Bylaws Change for Staggering the Terms of Council Co-Chairs

Group 3:55

Mr. Allgaier submitted a written pledge to end his current term as Co-Chair of the Council in September 2006. This would allow staggered election of the co-Chairs thereafter. There was some discussion afterwards about possible problems of labeling his seat as the Person Living with HIV seat required by the Bylaws. He agreed that he would rewrite his pledge so that his particular seat would not be so labeled. There was also agreement to handle the staggered elections by writing a policy for elections rather than changing the Bylaws.

Mr. Newby agreed to draft a policy concerning holding even and odd-year elections starting in September.

8. Policy and Procedure Manual Update

The Committee will review the draft Policy and Procedure Manual and assess what needs to be completed:

- *Supervision of Director*

Mr. Newby said that the Steering Committee had forwarded this to the Council for action.

- *Membership Committee Policies:*
 - Meeting Attendance Policy
 - Applying for Council Membership
 - Nominations and Interview
 - Appointment Process
 - Term Length Policy
 - Committee Assignments
 - Council Member Reimbursement Policy
 - Recruitment
 - Leave of Absence

Mr. Newby noted the problems that the Membership Committee and I&P had in resolving these issues. Membership thought that there should be a joint meeting with the I&P Committee. Some thought that there was a feeling among the larger Membership Committee that its directives are being set aside by the smaller I&P Committee. There was a need for a resolution since the present policy on membership attendance at meetings differs from the Council's Bylaws. It may make sense to ask the Council to determine the policy that made best sense and then amend the Bylaws to conform.

It was agreed that a joint meeting should be held on May 4 with the Membership Committee invited to join the I&P meeting at 5:00 pm. Mr. Allgaier agreed to talk to the two committees' Co-Chairs so that a resolution of the issues would be possible at the joint meeting. If there were problems resolving the matter through this meeting, the matter would be referred to the Steering Council for Council action.

9. Discussion of the HIV Consumer Rights Advocacy Project

Ms. Antonetty noted that the problem focused on the monthly report's providing the names of the agencies against which complaints are lodged rather than using the subcategory of service involved. Mr. Richard Bargetto noted that the Community Outreach and Advocacy Committee had felt strongly and unanimously about continuing this policy. He suggested that new language could be worked up that would contextualize the information and provide appropriate protection to the agencies. Others thought the problem could not be resolved in that fashion. The Community could not derive any satisfactory evidence from the reports concerning agency conduct; it doesn't canvas all grievances and is thus necessarily distorted. The report did not allow one to determine anything about the agencies.

Some found Ms. Antonetty's viewpoint convincing and one that was not presented to the Committee. Perhaps, COA would reconsider its position after listening to her.

Perhaps this policy was becoming a symbol of the division that could exist between providers and consumers. Naming some questionable policies in the report had given agencies a chance to reconsider them. The very position of Consumer Advocate was unique in San Francisco and demonstrated the Council's support of consumer rights. Some suggested submitting the matter should to the full Council for an up or down vote.

A consensus developed that there should be a joint meeting of the two committees at the normally scheduled COA meeting in June where both sides of the issue would be presented.

10. Merging of I&P (Infrastructure and Policy) and Evaluation Committee

Brief update on the status of the merge of these two committees

Mr. Allgaier said that the issues involved did not represent a burning need but that it would be good to look at the way tasks are assigned appropriate committees. There was concern that committee structure was being determined by the number of people willing to serve on certain committees. Having a number of people serving on a committee tended to disempower it. Thus Evaluation now does I&P work. There was an advantage to having the work of one committee reviewed by a separate set of eyes. There are some similar tasks shared by some committees. This may seem burdensome but suggested it may have its advantages. A joint discussion may help regardless of the decision on merger.

There was a consensus that the next meeting should be a joint meeting.

11. Next Meeting Date & Agenda Items

*The next meeting will be **Thursday, May 4th, 2006** at the same location, Room 330A.*

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HIV Health Services Planning Council

INFRASTRUCTURE & POLICY DRAFT AGENDA

Thursday, May 4th, 2006

DPH, 25 Van Ness Avenue, Room 330A

3:30-5:30 pm

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|--|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:33 |
| 3. Review/Approve April 20th, 2006 Minutes | Group | 3:35 |
| 4. Announcements | Group | 3:37 |
| 5. Public Comment | Public | 3:40 |
| 6. Steering Committee Update | Co-chairs | 3:45 |
| <i>The Co-chairs will present a monthly update on the Steering Committee.</i> | | |
| 7. Joint Review of the Membership Policies with Representatives of the Membership Committee | Group | 3:50 |
| 8. Discussion of Joint Meetings with the Community Outreach and Advocacy and Evaluation Committees in June | Group | 5:10 |
| 9. Discussion of Draft Policy Regarding Staggering the Elections of Council Co-Chairs in Even/Odd Years | Group | 5:20 |
| 10. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure | Group | 5:25 |
| 11. Next Meeting Date & Agenda Items | Group | 5:28 |

The next meeting will be Thursday June 1st, 2006 at the same location, Room 330A.

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT MINUTES
Thursday, May 4th, 2006
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 pm

Committee Members Present: Charles Siron (co-chair); Ayisha Benham (co-chair)

Committee Members Absent: Margot Antonetty,

Other Council Members Present: Ken Pearce, Mark Molnar, Dorothy Kleffner

Others Present: Francine Austin

Council Support Present: Jack Newby, Susan Latham, Joe Lynn

1. Introductions

The meeting was called to order at 3:53, and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was approved by consensus.

3. Review/Approve April 20th, 2006 Minutes

The minutes were approved by consensus.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The Co-chairs will present a monthly update on the Steering Committee.

There was no update.

7. Joint Review of the Membership Policies with Representatives of the Membership Committee

There was some discussion of the procedural posture of any actions taken by I&P. It was confirmed that those present could recommend changes in the policies to the Steering Committee without referral to Membership.

• **Applying for Council Membership**

The group then discussed and made changes to the policy for Applying for Council Membership. It was agreed that there should be different policies for reapplications and renewals of membership.

Motion (Siron/Benham) that the Membership Policy for Applying for Council Membership attached hereto be referred to Steering for Full Council action passed unanimously.

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- **Leave of Absence**

The group then discussed and made changes to the policy for Leaves of Absence. There was a difference between the bylaws and policy here.

Motion (Molnar/Benham) that the Membership Policy for Leaves of Absence attached hereto be referred to Steering for Full Council action passed unanimously.

- **Reimbursement**

The group then discussed and made changes to the policy for Reimbursement. .

Motion (Pearce/Siron) that the Membership Policy for Reimbursement attached hereto be referred to Steering for Full Council action passed unanimously.

- **Appointment Process**

The group then discussed and made changes to the policy for the Appointment Process.

Motion (Pearce/Molnar) that the Membership Policy for the Appointment Process attached hereto be referred to Steering for Full Council action passed unanimously.

- **Term Length**

The group then discussed and made changes to the policy for the Term Length.

Motion (Pearce/Molnar) that the Membership Policy for the Term Length attached hereto be referred to Steering for Full Council action passed unanimously.

- **Committee Assignments**

The group then discussed and made changes to the policy for Committee Assignments.

Motion (Pearce/Molnar) that the Membership Policy for Committee Assignments attached hereto be referred to Steering for Full Council action passed unanimously.

Council Action: There was also a consensus to refer the Meeting Attendance, Recruitment, and Renewal of Membership policies to the Membership Committee for action.

8. Discussion of Joint Meetings with the Community Outreach and Advocacy and Evaluation Committees in June

The subject of any such meetings would be the policy of the Consumer Advocate to name the providers against whom specific complaints have been lodged. Richard Bargetto was now negotiating with Margot Antonetty to meet her objections without sacrificing the goals of the

Community Outreach and Advocacy Committee. If the impasse continues, the full council could resolve it.

Council Action: At the next meeting the possibility of a merger of I&P with Evaluation would be discussed.

9. Discussion of Draft Policy Regarding Staggering the Elections of Council Co-Chairs in Even/Odd Years

Randy Allgaier has submitted a document of resignation at the end of the first year of his present term so that the election of co-chairs could be staggered. The policies concerning that process will be discussed further in the appropriate committees.

10. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure

Council Action: This matter will be brought back to I&P for action by October

11. Next Meeting Date & Agenda Items

*The next meeting will be **Thursday June 1st, 2006** at the same location, Room 330A.*
The meeting adjourned at 5:40.

Draft Membership Policy for Applying for Council Membership

Application forms are available online at the Council's website www.sfcarecouncil.org and at all Council meetings and subcommittee meetings.

Completed forms should be forwarded to Council support staff. They may also be submitted to Council staff at any full Council or subcommittee meetings.

Council staff will review applications for completeness and verification of information. Staff will then forward applications to Membership Committee who will review the applications and then, if appropriate, work with staff to set date for committee interview.

Prior to the committee interview, references must be checked out and applicants must attend at least one full Council meeting within three months. Applicants scheduled for interview will be announced at the Full Council meeting prior to the interview.

Draft Membership Policy for Leaves of Absence

A leave of absence is requested by written notice to the Council support staff or Membership Committee. As stated in the bylaws, a leave of absence may not exceed two (2) months. Persons not returning within thirty (30) days after the end of the two (2) month period will be presumed to have resigned. ~~their home committee and a Full Council meeting by the end of the two (2) month period*~~ will be governed by established attendance policies. The Membership Committee's retains discretion to grant any additional Leave of Absence. Leaves of absence are granted only for reasons of work or personal or family health. The number of members required to establish a quorum shall be adjusted to exclude members on authorized leaves of absence. Individuals are encouraged to consider the adequate representation of their constituency when deciding between a leave of absence or resignation. The membership committee shall consider the impact of Leaves of Absence on committee assignments and make adjustments as necessary.

*NOTE TO I&P DISCUSSION: Bylaws change may be required (60 or 90 days).

Draft Membership Policy for Reimbursement

In accordance with the CARE Act, reimbursements shall be made available to non-aligned members to facilitate their participation in Council meetings. These reimbursements may be used for transportation, child care, food, and wages lost as a result of attending Council meetings. Reasonable requests for reimbursement must be submitted quarterly to the Membership Committee for review and approval.

*NOTE: TABLED for review at February 06 Membership meeting; request must be submitted quarterly, as required by HRSA: look at HRSA Rules.

Draft Appointment Process Policy

The Planning Council will review the recommendations of the Membership Committee, and will vote to accept or reject the Committee's recommendation. If the Council votes to accept the Membership Committee's recommendation, the recommended nominees will be submitted to the Mayor for consideration. All nominations and votes will be considered on an individual basis by the HIV Health Services Planning Council.

Draft Term Length Policy

- a) In accordance with the bylaws as adopted by the Council on November 26, 1998, concerning terms of office, the term of office shall be two years. Individuals may submit a Membership Renewal Form to serve a subsequent term to the Membership Committee in advance of the end of their current two year term.
- b) Those individuals seeking appointment to a subsequent term shall submit an application for consideration at the Membership Committee meeting at least two months prior to the end of their term, in order to allow time for the Membership Committee to consider their application and forward recommendations to the Council at the Council meeting of the month prior to the end of that member's term. Members seeking to be appointed to subsequent terms shall be encouraged to submit applications early, in order to avoid gaps in membership.
- c) Appointments for those members representing specific agencies are only for as long as such individuals are employed by such agencies.
- d) The Membership Committee, with the assistance of Council Support, shall be responsible for maintaining a record of appointment dates of Council members, and for notifying members of the dates of the end of their terms. The Membership Committee shall notify members of the date of the end of their term at least three months in advance, in order to allow members interested in submitting Membership Renewal Forms ample time to do so and to be considered by the Membership Committee, the Council, and the Mayor in time to be appointed to a subsequent term before the end of their current term.

Draft Committee Assignments Policy

- 1) In an effort to diversify levels of understanding, interest and participation in Council work, committee seats will be assigned by the Membership Committee in the fourth month of a Council Member's term minimum seats of three and maximum of eight.
- 2) For the first three months of a new Council member's term, s/he is required to attend at least one different committee per month (as stated in the bylaws). After the first three months, the Council member will provide the Membership Committee with their top three priorities. The Membership Committee will then assign the new member to a committee with an open seat, or one that would maximize their strengths and abilities. This committee will be known as the member's "home committee".
- 3) Council members may only be assigned to a committee that has an open seat. Thereafter, all Council members are expected to attend their home committee on a regular basis. Attendance at committees other than a Council member's home committee will be noted on all attendance reports, but will not count towards that Council member's attendance requirements. The Steering Committee does not count toward attendance requirements. Any Council members who do not attend their home committee will be noted in the minutes as "absent". Committee co-chairs shall contact members who are absent from their home committee regarding their absence.
- 4) Good cause exceptions to these policies may be considered to the Membership Committee to address committee vacancies. (See form: Committee Assignment Application Form)

HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA
Thursday, June 1st, 2006
Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 - 5:30 pm

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|--|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:33 |
| 3. Review/Approve May 4 th , 2006 Minutes | Group | 3:35 |
| 4. Announcements | Group | 3:37 |
| 5. Public Comment | Public | 3:40 |
| 6. Steering Committee Update | Co-chairs | 3:45 |
| <i>The Co-chairs will present a monthly update on the Steering Committee.</i> | | |
| 7. Review of the Policy and Procedure Manual | Group | 3:50 |
| 8. Discussion of the Committee's Role in the Implementation of the Comprehensive Plan – VOTE | Group | 4:15 |
| <ul style="list-style-type: none">• <i>Develop Action Steps</i> | | |
| 9. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure | Group | 4:45 |
| 10. Review and Monitoring of Action Plan and MOU (Memorandum of Understanding) | | |
| <ul style="list-style-type: none">• <i>Upcoming Dates and Action Items</i> | | |
| | Group | 5:00 |
| 11. Discussion of Merging the Evaluation Committee and the Infrastructure and Policy Committee | Group | 5:15 |
| 12. Next Meeting Date & Agenda Items | Group | 5:25 |

The next meeting will be Thursday, July 6th, 2006 at the same location, Room 330A.

Mission Statement: *To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.*

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT MINUTES
Thursday, June 1st, 2006
Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 - 5:30 pm

1. Introductions

Co-Chair Ayisha Benham called the meeting to order at 3:41.

2. Review/Approve Agenda

The agenda was approved by consensus.

3. Review/Approve May 4th, 2006 Minutes

The minutes were approved by consensus.

4. Announcements

Director Jack Newby announced that he needed to leave at 5:00 pm.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no update.

7. Review of the Policy and Procedure Manual

The Manual now has most of what is needed. Still missing is the resolution of policies concerning attendance, use of an alternate, and the advocate's report. There was a discussion of to the recent changes to the Advocate's Report. While those changes recognized the concerns of those opposed to naming providers, they did not eliminate them. However, CM Margot Antonetty may be uncomfortable further advocating for change because of possible conflict of interest problems. CM Charles Siron believed her advocacy had been beneficial to an understanding of the issues and urged her to consider continuing her past calls for reform.

8. Discussion of the Committee's Role in the Implementation of the Comprehensive Plan

- *Develop Action Steps*

Mr. Newby provided a step by step review of plan and the status of various items. There was also some discussion of the mechanics of holding joint meetings with other committees, particularly Evaluation. Mr. Siron agreed to call Staff Support Enrique Asis and the members of the Evaluation Committee to get them to commit to a meeting of I&P with Evaluation on July 6. It was also agreed that Goals 2.1 and 2.3 should be scheduled for the August agenda perhaps even inviting all members to attend.

9. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure

Consumer Rights Advocate Richard Bargetto had made changes to the Report. There was a discussion of the underlying issue. It was hoped that a policy resolving the issues discussed above at Item #7 would be determined by the next meeting so that it could be included in the manual.

10. Review and Monitoring of Action Plan and MOU (Memorandum of Understanding)

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- *Upcoming Dates and Action Items*

Mr. Newby reviewed the steps and timeline of the Action Plan:

- A. 2d (“Sufficient time provided to ensure a fair and competitive process...”): The steps and timeline had been met;
- B. 3b (“Awards made in adherence to published schedule...”): **Mr. Newby plans to speak to Ms. Michelle Long at his next meeting with her; Mr. Newby also planned to check to determine whether Bidding and Contracting 101 was on schedule;**
- C. 3c (“All new and renewed contracts certified by start date...”): Language had been discussed, but not set. DPH was making progress with providers reporting daunting paperwork causing delays;
- D. 3f (“Prompt communication...”): This was completed except for Bidding and Contracting 101;
- E. 4h (“Effective Program monitoring...”): **Mr. Newby would ask for a report from Ms. Long.**

Regarding the MOU, Mr. Newby indicated that the co-chairs, he and Ms. Long would meet concerning communications issue and raise specific examples. He said that there were concerns arising from last minute requests for the agenda. At the very least, these requests had to be made by the Tuesday before a council meeting. This problem seems to have been exacerbated recently. In general, the MOU seemed to be working. It provides a platform on which communication with DPH’s Office of HIV Health Services can occur.

11. Discussion of Merging the Evaluation Committee and the Infrastructure and Policy Committee

There was a review of the history that led to the creation of the two committees. Concerns of the two committees seemed to overlap and the I&P committee would soon exhaust its founding purpose of gathering together a Policy Manual. It might be possible in the future to use an ad hoc committee to achieve the benefits sought by the original division of responsibilities between the two committees. Evaluation was now reviewing the council structure and Council Co-Chair Randy Allgaier’s past report on the committee structure. The thought among some was that too many committees may have been created through that structure. However, rather than focusing on just these two committees, a better approach might be to review the whole committee structure before making decisions. At this point, however, it seemed to make sense to allow the same committee that identifies problems through evaluation be charged with coming up with proposed solutions. **Mr. Newby agreed to find the report by Mr. Allgaier and email it to the I&P members.**

12. Next Meeting Date & Agenda Items

The next meeting will be Thursday, July 6th, 2006 at the same location, Room 330A.

Preliminary interest was expressed in studying the procedures by which non-members of a committee may be allowed to make motions and vote on that committee’s business. It was agreed that attendance at a committee other than the member’s home committee should not satisfy the member’s attendance requirements.

The meeting adjourned at 5:02 pm.

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA DOCUMENTS DEPT.
Thursday, July 6th, 2006
Department of Public Health
25 Van Ness Avenue, Room 330A
3:30-5:30 pm

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|---|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:33 |
| 3. Review/Approve Previous Committees' Minutes: I & P <u>June 1, 2006</u>; Evaluation April 3, 2006 and May 16, 2006 | Group | 3:35 |
| 4. Announcements | Group | 3:39 |
| 5. Public Comment | Public | 3:40 |
| 6. Steering Committee Update | Co-Chairs | 3:45 |
| <i>The Co-chairs will present a monthly update on the Steering Committee activities and discussions..</i> | | |
| 7. Review and Discussion on Work Plan and Committee Assignments - VOTE | Group | 3:55 |
| 8. Discussion Regarding Council's Structure: Merging Evaluation and I & P Committees - VOTE | Group | 4:15 |
| 9. Review of Policies and Procedures for Approval - VOTE | Group | 5:00 |
| 10. Next Meeting Date & Agenda Items | Group | 5:20 |

Next meeting date and location will be **Thursday, August 3, 3:30 - 5:30, or Monday August 7, 2006, 5 - 7** at the same location, 25 Van Ness Avenue, 3rd Floor

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION AND INFRASTRUCTURE & POLICIES JOINT COMMITTEES *DRAFT* MINUTES

Thursday, July 6th, 2006

DPH, 25 Van Ness Avenue, Room 330A

3:30-5:30 pm

1. Introductions

The meeting was called to order at 4:35 pm. and everyone introduced themselves.

2. Review/Approve Agenda

Motion (Benham/Siron) to approve the agenda passed unanimously by I&P.

There was no public comment.

Motion (Allgaier/Hicks) to approve the agenda passed unanimously by Evaluation.

3. Review/Approve Previous Committees' Minutes: I&P June 1, 2006; Evaluation April 3, 2006 and May 16, 2006 - VOTE

Motion (Benham/Siron) to approve the minutes passed unanimously by I&P.

Motion (Allgaier/Spaeth) to approve the minutes passed unanimously by Evaluation.

There was no public comment.

4. Announcements

Director Jack Newby introduced new council support staff Ray West.

5. Public Comment

There was no public comment

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6. Steering Committee Update

There was no update.

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There was no public comment.

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7. Review and Discussion on Work Plan and Committee Assignments – VOTE

This item was tabled.

There was no public comment.

8. Discussion Regarding Council's Structure: Merging Evaluation and I & P Committees – VOTE

Council Co-Chair Randy Allgaier provided a history of the discussion of this issue. While at first, quorum concerns led to the discussion, a sense developed that the overlapping jurisdictions of the two committees might mean a merger would improve workflow and ease the quorum problem at the same time.

Committee Co-Chair Charles Siron said that the entire structure of the Council was implicated.

Co-Chair Ayisha Benham asked for a description of the jurisdiction of the Evaluation Committee. This led to a description of that committee's work as well as to a comment that the various jurisdictions of the separate committees needs to be made known better. Many of the proposals by Evaluation are then assigned to I&P. It made better sense to have the body that identifies a problem have a role in solving it. There was agreement that eliminating layers to the decision making process would benefit the Council.

There was some discussion about the evolution of the Steering Committee into an executive committee.

A unanimous consensus developed with the idea of the Co-Chairs reviewing the respective committees' work plans so that there could be a September recommendation to Steering to merge the two committees for the next year with the mission of evaluating the Council's structure and making recommendations at the end of that year by June 2007.

There was no public comment.

9. Review of Policies and Procedures for Approval – VOTE

A draft proposal was presented concerning the Yahoo group.

Motion (Benhan/Siron) to adopt the policy as amended passed unanimously.

Yahoo group policy, amend spam into it.

Discussion of the distinctions between advocacy and lobbying

The policy concerning committee and work-group motions was adopted by unanimous consent.

Motion (Benhan/Siron) to approve the Media policy previously adopted was approved unanimously.

There was no public comment.

10. Next Meeting Date & Agenda Items

Next meeting date and location will be Thursday, August 3, 3:30 – 5:30, or Monday, August 7, 2006, 5:00 – 7:00 at 25 Van Ness Avenue, Room 330A.

The August and September meetings of these two committees will be separate.

The meeting adjourned at 4:57 pm.

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT AGENDA
Thursday, August 3rd, 2006
Department of Public Health
25 Van Ness Avenue, Room 330A
3:30 - 5:30 pm

07-31-07P01401R-VF

1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Review/Approve July 6th, 2006 Minutes	Group	3:35
4. Announcements	Group	3:37
5. Public Comment	Public	3:40
6. Steering Committee Update	Co-chairs	3:45
<i>The Co-chairs will present a monthly update on the Steering Committee.</i>		
7. Review of the Policy and Procedures - VOTE	Group	3:50
<ul style="list-style-type: none"> Committee and Work Group Motion and Voting 		
8. Discussion of the Committee's Role in the Implementation of the Comprehensive Plan – VOTE	Group	4:15
<ul style="list-style-type: none"> <i>Develop Action Steps</i> 		
9. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure	Group	4:45
10. Review and Discussion on Work Plan and Committee Assignments – VOTE	Group	4:55
11. Review and Monitoring of Action Plan and MOU (Memorandum of Understanding)		
<ul style="list-style-type: none"> <i>Upcoming Dates and Action Items</i> 		
	Group	5:05
12. Review of Unfunds Policy	Group	5:10
13 Discussion of Moving Forward on Merging the Evaluation Committee and the Infrastructure and Policy Committee	Group	5:20
14. Next Meeting Date & Agenda Items	Group	5:25

The next meeting will be Thursday, September 7th, 2006 at the same location, Room 330A.

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HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

HIV Health Services Planning Council
INFRASTRUCTURE & POLICY DRAFT MINUTES
Thursday, August 3rd, 2006
Department of Public Health
25 Van Ness Avenue, Room 330A
3:30 - 5:30 pm

Committee Members Present: CM Charles Siron (Co-Chair), CM Margot Antonetty

Committee Members Absent: CM Ayisha Benham (Co-Chair)

Other Council Members Present: CM Ken Pearce

Others Present: Francine Austin, (HHS Program Manager), Mike Smith (HAPN)

Council Support Present: Susan Latham, Ray West, Joe Lynn

1. Introductions

The meeting was called to order at 3:30 p.m. by CM Siron (Co-Chair)

2. Review/Approve Agenda

Items 9, 10, 11 and 12 are to be tabled.

The agenda was approved by consensus as amended.

3. Review/Approve July 6th, 2006 Minutes

Minutes are to reflect attendees.

The minutes were approved by consensus as amended.

4. Announcements

CM Antonetty announced that on August 10th Project Homeless Connect will offer volunteer opportunities and interested persons should visit the PHC website or speak with CM Antonetty personally.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The update included the topics of discussion at the Steering Committee meeting, which included the following issues:

- Prioritization/Allocation
- HOPWA
- Unspent Funds
- Policies and Procedures

7. Review of the Policy and Procedures

- Committee and Work Group

This policy was sent back to the I&P Committee for revision by the Planning Council. Dissenting opinions resulted from the lack of definition for "member in good standing".

Discussion regarding the policy and proposed changes resulted in the following to be forwarded to the Steering Committee:

1. At all committee meetings, a motion initiating an action must be made by an official member of the Planning Council. **Either** the motion itself **or** the second, amendment or substitute motion must be made by a duly appointed official member of the committee.

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2. At meetings of council authorized work groups, a motion may be initiated by any planning council member.
3. Motions and voting policies and procedures of the Points of Integration Committee will be governed by the Policies and Procedures of the HIV Prevention Planning Council.
4. Only council members may vote on any motion at any committee or work group meetings.

The vote to forward the revised policy to the Steering Committee was unanimous.

8. Discussion of the Committee's Role in the Implementation of the Comprehensive Plan –
This item was tabled.

9. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure

This item was tabled.

10. Review and Discussion on Work Plan and Committee Assignments – VOTE

This item was tabled.

11. Review and Monitoring of Action Plan and MOU (Memorandum of Understanding)

This item was tabled.

12. Review of Unfunds Policy

There was a general discussion regarding the policy and consensus that the policy should remain unchanged.

CM Siron requested Mr. Newby ask the AIDS office to contact co-chairs regarding the \$400k.

Mr. Smith (HAPN) expressed concern about Direct Emergency Financial Assistance Program and suggested part of the unspent funds be allocated to this program.

The Committee expressed support for considering this use of a portion of the funds.

There was further discussion on the policy purpose and the process of applying for these funds.

Action Item: Rollover Funds to be placed on the September 7 I&P Agenda as an action item as first item after public comment.

13. Discussion of Moving Forward on Merging the Evaluation Committee and the Infrastructure and Policy Committee

There was general discussion of the benefits of the committee merger with the name of the pilot committee to be determined.

14. Next Meeting Date & Agenda Items

The next meeting will be Thursday, September 7th, 2006 at the same location, Room 330A.

The meeting was adjourned at 5:15 p.m.

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PUBLIC LIBRARY**HIV Health Services Planning Council****INFRASTRUCTURE & POLICY DRAFT AGENDA**► Thursday, September 7th, 2006 ◀

San Francisco Redevelopment Agency

One Van Ness Avenue, 5th Floor, Room 5080

3:30 - 5:30 pm

▶ PLEASE NOTE LOCATION!!!!!! ◀

1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Review/Approve August 3 rd , 2006 Minutes	Group	3:35
4. Announcements	Group	3:37
5. Public Comment	Public	3:40
6. Steering Committee Update	Co-chairs	3:45
<i>The Co-chairs will present a monthly update on the Steering Committee.</i>		
7. Discussion of the Committee's Role in the Implementation of the Comprehensive Plan – VOTE	Group	3:50
<ul style="list-style-type: none"> • Develop Action Steps 		
8. Report on Status of Policy and Procedures Manual	Group	4:00
9. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure	Group	4:10
10. Review and Discussion on Work Plan and Committee Assignments – VOTE	Group	4:20
11. Discussion of I&P Committee Work to be Completed after the Merge with the Evaluation Committee – VOTE	Group	5:05
12. Next Meeting Date & Agenda Items	Group	5:25

The next meeting will be Thursday, October 5th, 2006 will return to the Department of Health, Room 330B.

Mission Statement: To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

HIV Health Services Planning Council

INFRASTRUCTURE & POLICY DRAFT MINUTES

Thursday, September 7th, 2006
San Francisco Redevelopment Agency
One Van Ness Avenue, 5th Floor, Room 5080
3:30 - 5:30 pm

Committee Members Present: CM Ayisha Benham (Co-Chair), CM Charles Siron (Co-Chair), CM Margot Antonetty

Committee Members Absent: None

Other Council Members Present: None

Others Present: Francine Austin, (HHS Program Manager)

Council Support Present: Jack Newby, Susan Latham, Ray West, Joe Lynn

1. Introductions

The meeting was called to order at 3:30 p.m. by CM Benham (Co-Chair) and quorum was established. All individuals in attendance introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve August 3rd, 2006 Minutes

The August 3rd, 2006 minutes were approved by consensus.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There were no other updates from Steering that were not presented during the 2006 Summit.

7. Discussion of the Committee's Role in the Implementation of the Comprehensive Plan

Mr. Newby noted that Items 7, 10, 11 are related and these are outstanding items for the I&P committee and are carryover tasks into the combined committee. With respect to the Comprehensive Plan and the I&P committee role, goals 2.1, 2.3 are affected and we hope to have report in September from COE's for Council review. Goal 2.3, Client Eligibility will have to be put over until reauthorization is approved and the severe need factors are disclosed.

Also on noted on the work plan were the joint I&P and Evaluation committee agenda items that remain in place for the work plan and comprehensive plan.

The comprehensive plan has year 1 and 2 goals and we will be looking at those goals to ensure they are being addressed. Severe need definition will come into play with these goals.

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CM Antonetty suggested that the I&P committee should wait to develop action steps until committees are merged.

Motion – CM Antonetty/CM Siron – To postpone discussion and development of action steps until merger of committees and should be rescheduled 2-3 meetings after the merger and election of co-chairs (November).

There was no public comment.

VOTE

Aye – three (3)

The motion carried unanimously.

8. Report on Status of Policy and Procedures Manual

Mr. Newby presented the CARE Council Policy and Procedures manual. He noted that the manual is complete with these three (3) exceptions:

1. Membership attendance requirements
2. Consumer advocacy report and
3. Committee voting

Review dates for updating these policies are being established.

It is intended to have the Policy and Procedure available online and at all meetings and has been of assistance in resolving current issues.

9. Staff Report on the Review Process of HIV Consumer Advocacy Project Policy and Procedure

Mr. Newby announced that Joe Lynn, HIV Consumer Rights Advocate, had brought the current report that follows the CAP policy and procedure for the committee to see how it would be implemented. Noted was the expressed concern over identifying agency names and its usefulness with respect to mediation.

Also discussed was that this position has no enforcement authority but is focused on obtaining a mutual agreement between disagreeing parties and the policy of publishing names within a grievance enforces the parties to work together to resolve their issues.

Mr. Lynn discussed that the naming of agencies within the report is the only power of the Consumer Rights Advocate. He also stated that naming names with new complaints is new to the report and that it has enabled the CRA to proceed with greater number of client issue reconciliation without grievance proceedings. This procedure is intended to be a friendly compromise.

CM Antonetty noted the value of the process of reporting complaints to the program manager prior to grievance filings. It was suggested that one report be available that names names and goes to the program managers, with a second report without the names to used for wider distribution. There was concern also expressed about ultimate liability if the information is improperly managed.

Motion – CSM Siron/CM Antonetty - Send this policy issue to the Steering Committee for full discussion without recommendation to, then, be forwarded to full council or let the issue die.

There was no public comment

Vote

Aye: three (3)

The motion carried unanimously.

10. Review and Discussion on Work Plan and Committee Assignments

Mr. Newby presented the Committee Membership roster (Attachment C) and the 2006 Work Plan & Comprehensive Plan Implementation schedule and status report (Attachment D) for the committee review and discussion. He also noted that with the exception of the few remaining items with the Policy and Procedure manual, the work for the year was pretty much current on the action plan.

Mr. Newby requested direction with respect to the Grantee's role with the MOU and Action Plan and should there be another grantee evaluation or whether to continue the evaluation through monitoring the action plan.

Also discussed were communication issues with the Grantee during the recent Summit preparations with respect to COE and other information and how these issues should be addressed. It was considered that the issue potentially existed due to current Grantee staffing challenges. These issues could best be resolved through agreed upon response timelines and is imperative for a collaborative process.

CM Siron requested that an internal process be considered with regard to implementing the elements of the MOU and communication regarding its effectiveness to go to the Steering committee to be addressed.

Mr. Newby recommended that this committee recommend that the CARE Council develop internal committee policies for implementing the MOU.

11. Discussion of I&P Committee Work to be Completed after the Merge with the Evaluation Committee

This item has been delayed until the merger of the I&P/Evaluation Committee has occurred.

12. Next Meeting Date & Agenda Items

The next meeting date needs to be confirmed in coordination with the Evaluation committee

The meeting was adjourned at 4:30 p.m.

OCT - 2 2006

HIV Health Services Planning Council

INFRASTRUCTURE & POLICY AND EVALUATION JOINT MEETING

DRAFT AGENDA

► Thursday, October 5th, 2006 ◀

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

3:30 - 5:30 pm

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10-02-06P03: 10-02-06P03

☀️PLEASE NOTE RETURN TO REGULAR LOCATION!!!!!!☀️

1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Review/Approve <i>September 19th, 2006 Evaluation Minutes</i> and <i>September 7th, 2006 I&P Minutes</i>	Group	3:35
4. Announcements	Group	3:37
5. Public Comment	Public	3:40
6. Steering Committee Update <i>There is no update this month.</i>	Co-chairs	3:45
7. Review and Discussion regarding the Evaluation Committee's Presentation to the Planning Committee: Recommendations for Full Council Meetings for the Year 2007	Evaluation Committee	3:45
8. Monitor MOU and Action Plan with Grantee	Group	4:05
9. Review of Three Year Comprehensive Presentation	Group	4:15
10. Report on Status of Policy and Procedures Manual- VOTE	Group	4:25
<ul style="list-style-type: none"> • Discussion and Determination Regarding Non-Committee Member Voting Policy • Review and Approval of Attendance By-Law Change of Language 		
11. Discussion of Merge of I&P and Evaluation Committees: Draft Work Plan Development	Group	4:55
12. Next Meeting Date & Agenda Items	Group	5:15

The next meeting will be determined.

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**HIV Health Services Planning Council
Infrastructure & Policy and Evaluation JOINT Meeting
Draft Minutes
Thursday, October 5 th, 2006
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3:30 - 5:30 pm**

Committee Members Present: CM Herman, CM Hicks, CM Allgaier, CM Siron, CM Antonetty

Committee Members Absent: CM Spaeth, CM Brown, CM Benham

Other Council Members Present: None

Others Present: AIDS Office Staff

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Council Support Staff: Enrique Asis, Ray West

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1. Introductions

The meeting was called to order at 3:40 pm by CM Hicks (Evaluation co-chair) and all present introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3 . Review/Approve September 19 th, 2006 Evaluation Minutes and September 7 th, 2006 I&P Minutes

The minutes were reviewed and approved by consensus.

4. Announcements

- CM Allgaier announced that the Senate blocked the Reauthorization Bill and it will be further discussed during the next session.
- CM Allgaier announced his appointment to the HIV Prevention Planning Council.
- CM Hicks will be moving to the Membership Committee.
- CM Herman will be going to Membership Committee.
- CM Antonetty will going to Planning Committee.

5 . Public Comment

There was no public comment.

6. Steering Committee Update

There is no update this month.

7. Review and Discussion regarding the Evaluation Committee's Presentation to the Planning Committee: Recommendations for Full Council Meetings for the Year 2007

Mr. Asis presented information that will be suggested to the Planning Committee regarding a new training program, evaluation process and information presentation recommendations for the upcoming year.

These recommendations were based on the individual evaluations of full Council meetings throughout the year as well as the Prioritization and Allocation Summit.

- **Evaluation** - It will be suggested that that after reviewing the Evaluation Committee finding and recommendations for Full Council meetings these be used as guidance for Part I of this proposal as well as any Council's large meetings, forums, committees or working groups.

With the evaluation data obtained based on Council's previous experiences, the Evaluation Committee came up with specific suggestions re:

- A. meetings' frequency and formats, "packed" agendas, presentations' length, format and basic outline, and the use and abuse of technology (power point):
 - B. the document explores the possibility to create small group dynamics (may be quarterly), reiterates the importance of a regular gathering for HIV Positive CM and recommends to make all Council's educational activities as interactive, as personal and as experiential as possible.
- **Training** – will be provided to for In-depth interpretation of more relevant data and their use as decision making tools for priority setting and resource allocation. This will be accomplished through a sequence of twenty-minute inter-active presentations at each monthly Full Council Meetings (starting November or January) using the Summit Binder with a ten-minute question and answer period.

The suggested topics will include:

1. Epidemiological Data
2. Reggie Data
3. Needs Assessment Exec Summary
4. Alternative Funding
5. Summary Sheets
6. COEs

8. Monitor MOU and Action Plan with Grantee

To be taken up in November

9. Review of Three Year Comprehensive Presentation

Next agenda item for Council support item – Action report Item

10. Report on Status of Policy and Procedures Manual

- The joint committee reviewed and discussed the Non-Committee Member Voting Policy sent back to committee from the last full council meeting. There was further discussion of the purpose of the policy.

Vote

Policy is to be forward to Steering from both committees

Unanimous

- Review and Approval of Attendance By-Law Change of Language

This information will be further discussed at the next Membership Committee meeting.

11. Discussion of Merge of I&P and Evaluation Committees: Draft Work Plan Development

The committee agrees that the tasks sent forward to the new committee include:

- Monitor the MOU
- Evaluation and revamping of council structure.
- Making any recommendations regarding Prioritization/Reallocation and addressing any changes made in the CARE ACT.

12. Next Meeting Date & Agenda Items

The next meeting will be determined.

The meeting was adjourned at 4:40 p.m.

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HIV Health Services Planning Council
INFRASTRUCTURE & POLICY AND EVALUATION JOINT MEETING
DRAFT AGENDA

SAN FRANCISCO
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San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B

10-30-06P04:06 PCVD

4:30 - 6:30 pm

1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve <i>October 5th, 2006 minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update	Co-chairs	4:45
7. Election of Co-Chairs – VOTE	Group	5:05
8. Change of Committee Name – VOTE	Group	5:30
9. Discussion of the Presentation to the Full Council (October) on the Evaluation and Process Leading to the Prioritization and Allocation Summit 2006		
	Group	5:40
<ul style="list-style-type: none"> • <i>Review of Council Meeting Data</i> • <i>Review of Council Structure</i> 		
10. Review, Discussion and Possible Action Regarding By-Laws Change Concerning Voting – VOTE	Council Support/Group	5:50
11. Monitor MOU and Action Plan with Grantee	Group	6:00
12. Review of Three Year Comprehensive Presentation	Group	6:10
13. Draft Work Plan Development	Group	6:20
14. Next Meeting Date & Agenda Items	Group	6:25
<ul style="list-style-type: none"> • <i>Council Member contact information directive</i> • <i>The next meeting be 4:30 – 6:30, Thursday, December 7th, at 25 Van Ness Avenue, Room 330B, San Francisco</i> 		
15. Adjournment		6:30

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT MINUTES

4:30 - 6:30 pm, Thursday, November 2nd, 2006

San Francisco Department of Public Health, 25 Van Ness Avenue, 3rd Floor, Room 330B

Committee Members Present: CM Allgaier, CM Antonetty, CM Oropeza, CM Spaeth, CM Siron

Committee Members Absent: CM Brown

Other Council Members Present:

Others Present: Francine Austin (SF DPH)

Council Support Staff: Jack Newby, Enrique Asis, Ray West

1. Introductions

The meeting was called to order at 4:35 p.m. by CM Spaeth and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was approved by consensus.

3. Review/Approve *October 5th, 2006 minutes*

The minutes were approved by consensus.

4. Announcements

Mr. Newby announced there are twenty-five (25) members with the CARE Council. Mr. Asis will be taking over recruitment and anyone that knows persons who might be interested in Council membership should contact Mr. Asis.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee update.

7. Election of Co-Chairs

CM Allgaier nominated by CM Oropeza/CM Siron

CM Spaeth nominated by CM Oropeza/CM Allgaier

VOTE

Motions for new co-chairs were approved by acclamation.

8. Change of Committee Name

Policy and Evaluation Committee CM Spaeth

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This motion was approved unanimously.

9. Discussion of the Presentation to the Full Council (October) on the Evaluation and Process Leading to the Prioritization and Allocation Summit 2006

- ***Review of Council Meeting Data***

- Limit presentations and focus on essentials discussion.
- Agreement that CARE Council members absorb information differently, but have not asked them the best way to receive information.
- All members should be asked the best way to receive information for all the committees of the Council and Mr. Asis will provide a questionnaire with 3-4 questions to be presented to CARE Council members.

Council Support Action – Asis questionnaire.

- Workshops and presentations integrated with general discussions may be helpful – There is consideration to use this method as a pilot for next presentations to CARE Council.
- Mr. Newby discussed HRSA training options.
- Dialogue between Planning and Policy and Evaluation Committees should be initiated.

Council Support Action - A Joint meeting is to be scheduled by Mr. Newby.

- ***Review of Council Structure***

- Looking at CARE Act, 3 year plan (**what else?**) and capacity issues for council support and members.

Council Support Action – This item is to be a topic and not a bullet on the next agenda.

- PWLHA Caucus structure to be developed and incorporated into Council structure.

10. Review, Discussion and Possible Action Regarding By-Laws Change Concerning Voting

Mr. Newby – default for $2/3^{\text{rd}}$ = $2/3^{\text{rd}}$ of votes cast (abstentions do not count). Under our by-laws, $2/3^{\text{rd}}$ = $2/3^{\text{rd}}$ of members voting or present. Other method under Roberts Rules of Order is $2/3^{\text{rd}}$ of those present.

Bylaw clarification is needed.

We have to address how proxies are counted.

Recusal is not addressed in Roberts Rules of Order. Definition is exclusion of yourself from voting. If a person recuses themselves, they are not counted in the number of persons voting.

Suggests we prepare a bylaws change for next meeting to incorporate.

CM Allgaier recommends this committee look at this in December and take it to Steering in December and notice for January vote at the December Council meeting.

Council Support Action – Bylaws change regarding voting is to be put on the agenda in December for voting in January.

Footnotes should be provided with definition between abstention and recusal and their effect on voting passage.

11. Monitor MOU and Action Plan with Grantee

Mr. Newby asked if we need to do another Grantee evaluation and what that will cover. The last Grantee evaluation was conducted two (2) years ago and took a year to bring forward action plan. Most of those things have been accomplished.

CM Allgaier recommends not doing a grantee evaluation on a yearly basis. Recommends this year take a hard look at MOU and information needed to get to monitor how well the MOU is being followed. Recommendations could then be made and the following year an evaluation could be conducted.

CM Antonetty recommends that an evaluation of the MOU in a non-punitive way should be conducted in accordance with the MOU.

ACTION – **agendize as MOU and bring document.**

12. Review of Three Year Comprehensive Presentation

This item was not reviewed.

13. Draft Work Plan Development

Mr. Newby suggested that in December or January, committees to inform co-chairs what issues should be brought to the Steering committee.

14. Next Meeting Date & Agenda Items

- *Council Member contact information directive*

Council Support Action - Mr. Newby will be proposing that every Council Member fill out **Form 700** which will address all personal information that can be released.

- ***Review of Council Structure – to be topic and not bullet item.***
- ***Agendize MOU***

The next meeting be 4:30 – 6:30, Thursday, December 7th, at 25 Van Ness Avenue, Room 330B, San Francisco.

15. Adjournment

The meeting was adjourned at 6:10 p.m.

ACTION ITEMS -

Council Support Action – Asis questionnaire for CARE Council Members regarding format of presentations.

Council Support Action - A Joint meeting is to be scheduled by Mr. Newby.

Council Support Action – Bylaws change regarding voting is to be put on the agenda in December for voting in January.

Council Support Action – Review of Council Structure is to be a topic and not a bullet on the next agenda.

Council Support Action – agendize MOU and bring document.

Council Support Action - Mr. Newby will be proposing that every Council Member fill out **Form 700** which will address all personal information that can be released.

HIV Health Services Planning Council
INFRASTRUCTURE & POLICY AND EVALUATION JOINT MEETING
DRAFT AGENDA

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► **Thursday, December 7th, 2006 ◀**
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

T2-04-100P61: 17 Nov 06

1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve <i>November 2nd, 2006 minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update	Co-chairs	4:45
7. Discussion with Planning Committee Co-Chairs regarding P&E recommendations on Prioritization and Allocation process	Group	4:50
8. Council Structure and Incorporation of PLWHA Caucus into Council Structure	Group	5:05
9. Discussion and Action regarding Bylaws Revision Concerning Voting – VOTE	Group	5:25
10. Review of MOU and Develop Review Process – Vote	Council Support/Group	5:40
11. Policy: Form 700 and Public Disclosure of Council Member Information - VOTE	Group	6:00
12. Next Meeting Date & Agenda Items	Group	6:20
<ul style="list-style-type: none"> <i>The next meeting be 4:30 – 6:30, Thursday, January 4th, 2007 at 25 Van Ness Avenue, Room 330B, San Francisco</i> 		
13. Adjournment		6:30

Mission Statement: *To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.*

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FW: CANCELLATION of Policy and Evaluation Committee December Meeting

Susan Latham [slatham@shanti.org]

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HIV Health Services Planning Council

POLICY AND EVALUATION MEETING

CANCELLED

► Thursday, December 7th, 2006 ◀

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm



If you have any questions please contact Ray West at
 415.674.4751, rwest@Shanti.org.

Susan Latham

Administrative Coordinator
 HIV Health Services Planning Council
 730 Polk Street 3rd Floor
 San Francisco, CA 94109
 415.674.4768
 415.674.0371 fax
www.sfcarescouncil.org

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HIV Health Services Planning Council

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POLICY AND EVALUATION COMMITTEE

DRAFT AGENDA

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San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve November 2 nd , 2006 minutes	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update	Co-chairs	4:45
7. Discussion with Planning Committee Co-Chairs Regarding P&E Recommendations on Prioritization and Allocation Process	Group	4:50
8. Council Structure and Incorporation of PLWHA Caucus into Council Structure	Group	5:05
9. Discussion and Action Regarding Bylaws Revision Concerning Voting – VOTE	Group	5:25
10. Review of MOU and Develop Review Process – Vote	Council Support/Group	5:40
11. Develop Committee Mission Statement - VOTE	Group	5:50
12. Policy: Form 700 and Public Disclosure of Council Member Information - VOTE	Group	6:00
13. Next Meeting Date & Agenda Items	Group	6:20
<ul style="list-style-type: none"> The next meeting will be 4:30 – 6:30, Thursday, February 1st, 2007. Location to be determined. 		
14. Adjournment		6:30

Policy & Infrastructure Mission Statement: To ensure that Council activities, policies and procedures support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.

Evaluation Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT AGENDA

► Thursday, January 4th, 2007 ◀**San Francisco Department of Public Health****25 Van Ness Avenue, 3rd Floor, Room 330B****4:30 - 6:30 pm**

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT MINUTES

► Thursday, January 4th, 2007 ◀

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

Committee Members Present: CM Spaeth, CM Allgaier, CM Antonetty
Committee Members Absent: CM Oropeza (excused), CM Pillatzke, CM Brown
Other Council Members Present: Michelle Long (SF DPH HS)
Others Present: None
Council Support Staff: Enrique Asis, Ray West

1. Introductions

The meeting was called to order at 4:55 p.m. by CM Allgaier, Co-Chair, and everyone introduced themselves.

There was no quorum. This is an informational and discussion meeting only.

2. Review/Approve Agenda

The agenda was reviewed and not approved.

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3. Review/Approve November 2nd, 2006 minutes

The minutes were reviewed and nothing was noted at this time but not approved. Ms. Long requested the Co-Chairs be identified.

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4. Announcements

The passing of CM Darnell Durio was announced.

The Council adhoc Housing Work Group meeting will be held at 2 p.m., 101 Grove, room 220.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. Council Structure and Incorporation of PLWHA Caucus into Council Structure

CM Allgaier recalled the importance of resurrection of caucus immediately because of frequency that issue was raised. There was a sense that all HIV consumer CM migrated to caucus for home committee and not other committees. There was an unspoken goal of HIV+ co-chair for each committee. Caucus was a place of support for HIV+ Council Member consumers.

It was suggested that this be made a caucus and not a committee of the council at least for this year. This would be a place that would not be overly formalized but would have structure. It would be a place to discuss potential agenda items and also a place of support for HIV+ consumer Council Members.

This initial meeting will be an informal information gathering session and the process can be determined at a later time.

ACTION ITEM – place on next meeting agenda with update of Caucus information.

8. Discussion and Action Regarding Bylaws Revision Concerning Voting – VOTE

ACTION ITEM – COUNCIL SUPPORT TO PROVIDE LANGUAGE FOR THIS ITEM.

9. Review of MOU and Develop Review Process – Vote

Council and AIDS Office both need to participate in the review process. CM Antonetty suggested a full assessment and not do separate assessments as a collaborative effort.

CM Allgaier recommends that since it is likely that there will be implications to the MOU resulting from Council restructuring that this item be shelved until the MOU has been in place for at least one year.

ACTION ITEM – council support to come up with strategies including an evaluation tool, specifically self-assessment items.

10. Develop Committee Mission Statement – VOTE

Discussion of service delivery is the responsibility of the Grantee and the council is charged with monitoring the structure of the council.

Proposed New Mission Statement -

To evaluate and monitor Council structure, activities, policies and procedures to support Council priorities and responsibilities and facilitate the relationship between the Council and the Grantee.

11. Policy: Form 700 and Public Disclosure of Council Member Information - VOTE

Delete paragraph 2.

Delete paragraph 4.

Paragraph 3 – delete strike out “only”

ACTION ITEM – Forward to Steering committee with recommendation for vote.

12. Next Meeting Date & Agenda Items

In addition to the standing committee agenda items the following is to be included on the next agenda:

COUNCIL SUPPORT ACTION ITEM –

1. Implementing Caucus into council structure - place on next meeting agenda with update of Caucus information.

2. MOU Tool
3. Report on Steering Committee Retreat
4. New Committee Mission Statement

The next meeting will be 4:30 – 6:30, Thursday, February 1st, 2007. Location to be determined.

13. Adjournment

The meeting was adjourned at 6:30 p.m.

ACTION ITEMS

Form 700 forward to Steering with recommendation

COUNCIL SUPPORT ACTION ITEMS

Council Support to provide language for voting.

Next agenda items

- MOU evaluation tools
- PLWHA Caucus update
- Steering Retreat Update
- New Committee Mission Statement

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POLICY AND EVALUATION COMMITTEE

DRAFT AGENDA

► Thursday, February 1st, 2007 ◀

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve <i>January 4, 2007 minutes</i>	Group	4:35
4. Announcements	Group	4:37
5. Public Comment	Public	4:40
6. Steering Committee Update	Co-chairs	4:45
7. Council Structure and Incorporation of PLWHA Caucus into Council Structure	Group	4:50
8. Report on Steering Committee Retreat	Group	5:10
9. Review and Discussion on Council Structure <i>Developing a timeline for action</i>	Group	5:30
10. Review of MOU and Develop Review Process <i>Review MOU evaluation draft tools</i>	Council Support/Group	5:50
11. Discussion and Possible Action Regarding Description or Characterization of Public Comment in Planning Council and Committee Minutes -VOTE	Group	6:10
12. Next Meeting Date & Agenda Items	Group	6:25
<ul style="list-style-type: none"> The next meeting will be 4:30 – 6:30, Thursday, March 1st, 2007. Location to be determined. 		
13. Adjournment		6:30

Policy & Evaluation Mission Statement

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HIV Health Services Planning Council
POLICY AND EVALUATION COMMITTEE DRAFT MINUTES

► Thursday, February 1st, 2007 ◀

San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

Committee Members Present: Allgaier (Co-Chair), Antonetty, and Pillatzke

Committee Members Absent: Oropeza, Spaeth (Co-Chair), Brown

Other Council Members Present: None

Others Present: None

Council Support Staff: Enrique Asis, Ray West

1. Introductions

The meeting was called to order at 4:50 p.m. by CM Allgaier (Co-Chair) and everyone introduced themselves. There was no quorum.

2. Review/Approve Agenda

The Agenda was reviewed but not approved.

3. Review/Approve *January 4, 2007 minutes*

The minutes were reviewed but not approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The Steering Committee Minutes were available for the update.

7. Council Structure and Incorporation of PLWHA Caucus into Council Structure

The Committee received an update on the recent initial discussion gathering regarding the PLWHA Caucus. The outcomes of the discussion include:

- There will be no Chair
- Jack Newby, Director, Planning Council will serve as facilitator of all meetings
- No formal interaction with the Planning Council.
- Meetings will have a loose agenda structure and will be noticed with minutes.
- There is desire to be open to the community with respected council boundaries.

8. Report on Steering Committee Retreat

There were no issues raised at the retreat that the Committee is not already aware of.

9. Review and Discussion on Council Structure

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- ✓ **ACTION ITEM** - The Committee discussed whether establishing timeline development directly before the prioritization and reallocation period would be wise. They will request permission from the Council to extend the current structure until Fall 2007.

By consensus, CM Allgaier will bring this issue to the Steering Committee.

In establishing the timeline for any restructuring, it will be broken up to ease scheduling agenda restructuring issues.

The re-structuring issues that arise as a result of the following will need to be addressed:

1. 3 year plan
2. Reauthorization changes
3. Evaluation tool for whatever council comes up with to ask council members what they need....what they need as committees....and committee members to function....

The 3 year plan was suggested as the first priority. This information will then be used as a tool to query council members.

It was suggested that the structure evaluation conducted a few years ago be consulted for guidance.

Restructuring will also address communication within the Council, ensuring that Planning Council Members know what is going on within the Council.

10. Review of Memorandum of Understanding (MOU) and Develop Review Process

The committee agreed that three (3) people should be involved with MOU evaluation. These people are:

1. Michelle Long, Director, San Francisco HIV Health Services
2. Jack Newby, Director, San Francisco HIV Health Services Planning Council
3. A Council Co-Chair, San Francisco HIV Health Services Planning Council

Mr. Asis presented the first draft of the "Self Assessment Tool". This questionnaire-form provides the basic points (following the structure of the MOU) to be so that both the Council and Grantee can self-evaluate the progress of the partnership and relationship detailed in the MOU. It is included in the form those sections of the MOU that are considered viable for a self-monitoring process. These sections are:

- Roles and Responsibilities
- Communications
- Documents Shared and Reports Deliverable

- **ACTION ITEM** – CM Allgaier has made the Committee aware of new legislation issue.

A new issue brought before the Committee referenced the new legislative issue regarding support budgets. New legislation indicates that the Planning Council Budget and San Francisco HIV Health Services Budget combined not exceed 10% of the overall award. This is something that should be addressed early in the process within the MOU.

- **ACTION ITEM** – By consensus, Mr. Allgaier will bring this issue to the Steering Committee.

11. Discussion and Possible Action Regarding Description or Characterization of Public Comment in Planning Council and Committee Minutes

Disclaimer on minutes regarding public comment has been suggested by CM Herman, Council Co-Chair.

The Committee discussed the implications surrounding public comment respectability and a conservative approach to community input.

ACTION ITEM - Recommendation to Steering is that things should stay as they are. No one in city has a disclaimer and comment is attributed to individual making comments.

12. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, March 1st, 2007. Location to be determined.*

Next Agenda

➤ **Minutes**

- November 8th Minutes
- January 4th Minutes
- February 1st Minutes

Homework done for MOU Assessment Tool

Timeline for Process for Council Structure – Agenda #9

ACTION ITEM – extend current structure to beyond current date – steering

13. Adjournment

The meeting was adjourned at 5:55 p.m.

ACTION ITEMS –

- ✓ **ACTION ITEM** – CM Allgaier has made the Committee aware of new legislation issue.

A new issue brought before the Committee referenced the new legislative issue regarding support budgets. New legislation indicates that the Planning Council Budget and San Francisco HIV Health Services Budget combined not exceed 10% of the overall award. This is something that should be addressed early in the process within the MOU.

- ✓ **ACTION ITEM** - The Committee discussed whether establishing timeline development directly before the prioritization and reallocation period would be wise. They will request permission from the Council to extend the current structure until Fall 2007.

By consensus, CM Allgaier will bring this issue to the Steering Committee.

COUNCIL SUPPORT ACTION ITEMS

- ✓ **Council Support – Agenda Item** - 10% Administrative Budget Cap as new reauthorization issue to be put on Steering Committee Agenda with VOTE

- ✓ **Council Support** – On next Committee Meeting Agenda Notice – Remind committee members to have homework done for MOU Assessment Tool.
- ✓ **Council Support** – Next Committee Agenda – Timeline for Process for Council Structure – Agenda item #9
- ✓ **Council Support** – Next Committee Agenda –
 - November 8th Minutes
 - January 4th Minutes
 - February 1st Minutes

HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT AGENDA

► Thursday, March 1st, 2007 ◀

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

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| 4. Announcements | Group | 4:37 |
| 5. Public Comment | Public | 4:40 |
| 6. Steering Committee Update | Co-chairs | 4:45 |
| 7. Review and Discussion of the January 26 th Steering Committee Annual Retreat | | |
| | Council Support/Group | 5:10 |
| • Review draft retreat minutes | | |
| • Review Work Plan | | |
| 8. Review and Discussion on Council Structure | Group | 5:30 |
| <i>Developing a timeline for action</i> | | |
| 9. Review of MOU and Develop Review Process | Council Support/Group | 5:50 |
| <i>Review MOU evaluation draft tools</i> | | |
| 10. Review Draft MOU between CARE and Prevention Councils | | |
| <i>The Committee will review and make any necessary recommendations for changes to the Draft MOU between CARE and Prevention Councils/POI Committee</i> | | VOTE 6:00 |
| 11. Review of Draft Policy Regarding Advocacy Reports from COA | Group | 6:10 |
| <i>Review and Discuss Proposed Policy</i> | VOTE | |
| 12. Next Meeting Date & Agenda Items | Group | 6:20 |
| • <i>The next meeting will be 4:30 – 6:30, Thursday, April 51st, 2007. Location to be determined.</i> | | |
| 13. Adjournment | | 6:30 |

Policy & Evaluation Mission Statement

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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HIV Health Services Planning Council
POLICY AND EVALUATION COMMITTEE
DRAFT MINUTES

Thursday, March 1st, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

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Committee Members Present: Allgaier (co-chair), Spaeth (co-chair), Antonetty, Pillatzke

Committee Members Absent: Oropeza (excused), Brown (LOA)

Other Council Members Present: None

Others Present: Michelle Long, Director, SF DPH HIV Health Services

Council Support Staff: Jack Newby, Enrique Asis, Ray West

1. Introductions

The meeting was called to order at 4:40 p.m. by CM Spaeth (co-chair)

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus Items 8/10/11.

3. Review/Approve *November 2, 2006, January 4 2007* and *February 1, 2007 minutes*

All Minutes presented were reviewed and approved by consensus without objection.

4. Announcements

- The Women's Forum is scheduled for Thursday, March 22nd, 2007 from 4:30-600 p.m. at the Women's Center, San Francisco.
- The new San Francisco HIV Health Services Planning Council website has launched at www.sfcarecouncil.org.
- Ray West is the new HIV Health Services Planning Council Support Administrative Coordinator.

5. Public Comment

There was no public comment.

6. Steering Committee Update

Mr. Newby – bulk of time discussed Planning Council Items.

7. Review and Discussion of the January 26th Steering Committee Annual Retreat

- Review draft retreat minutes

The retreat minutes were reviewed and discussed.

The issue of Cultural competency was discussed as a main goal of council to have a positive effect on retention. 1st cultural competency piece will be presented at the next Council meeting.

- Review Work Plan

Work Plan Objective

- 10.1 – Continue to prioritize services and allocate funds through an efficient and well-informed process
- 10.2 – Ensure that Planning Council Membership complies with HRSA requirements and remains reflective of the epidemic

Other Objectives

- Review of Council Structure – make recommendations
- Develop Process and review MOU with Grantee
- Review and make recommendations regarding MOU with Prevention

Action

Include in other objectives:

Review Policies and Procedure manual as needed.

Review By-Laws as needed

8. Review and Discussion on Council Structure

Developing a timeline for action

The Council needs to look at the 3 yr plan and CARE Act guidance in considering Council restructuring.

What materials need to be put together to address the review and discussion?

Issues for consideration include:

- Survey to Council is being done during March 2007
 - Use last survey as base
 - What committees should look like (i.e. workload)
- Investigate other EMA models (multi-county EMA's) to include facilitation
- Retreat discussion – Robert's Rules and various parliamentary rules review for consideration.
- Cultural competency

- Council support working plan capabilities
- Ask COA about effects of cultural competency.

ACTION - Council Support

Bring one section of 3 yr plan and copy of old survey

9. Review of MOU and Develop Review Process

Review MOU evaluation draft tools

Recommendations –

Ms. Long, Mr. Newby and a co-chair to be involved in actual review process. It is the intent to look at these self-assessment tools and insert verbatim into MOU. Information from those parties will be reported to the P/E then to the Steering Committee of HIV CARE Council.

It is suggested that at some point Planning Council budget will need to be provided for with a provision within the MOU.

It is suggested that at the end of the evaluation a section be added for comments that could cover areas not included in the evaluation and may be added to the MOU.

ACTION

It is suggested that at the end of the evaluation a section be added for comments that could cover areas not included in the evaluation and may be added to the MOU.

ACTION - Council Support

Place this item as a vote on next meeting agenda

It is also recommended that an interim check-in be completed to ensure that the processes are functioning as anticipated.

10. Review Draft MOU between CARE and Prevention Councils

The Memorandum of Understanding between CARE Points of Integration Committee and Prevention Council was not reviewed.

Discussion focused on whether the MOU should include more than the Points of Integration Committee and include other issues regarding how the two councils work together. The importance of integrating the council cultures was discussed.

Ms. Long - Is this actually a policy and procedure issue rather than an MOU?

The MOU actuates the buy-in of both Councils

ACTION – Council Support

Establish a meeting between Council Co-chairs of CARE and HPPC to discuss MOU versus policy and procedure.

11. Review of Draft Policy Regarding Advocacy Reports from COA

The Committee reviewed and discussed the Proposed Policy

Mr. Newby presented the background regarding the Draft Policy presentation and discussed the potential for teleconferencing.

Insert policy.

The Committee discussed the role of the Advocate and the implications surrounding the EMA wide role. It is suggested that Council Support and a co-chair attend a Marin Advisory meeting to discuss the actual roles, boundaries

ACTION – ALLGAIER/PILLATZKE

Vote – to reject proposed Draft Policy Regarding Advocacy Reports

Unanimous

Recommendation that the Marin COA committee participate with the CARE Council COA committee and take information back to the Marin for consideration.

12. Next Meeting Date & Agenda Items

Review 3 yr. plan and survey tool

Review of MOU and Develop Review Process - Vote

The next meeting will be 4:30 – 6:30, Thursday, April 1st, 2007. Location is 25 Van Ness.

13. Adjournment

The meeting adjourned at 5:55 p.m.

ACTION Items

ACTION

Review Work Plan

Work Plan Objective

Other Objectives

- Review of Council Structure – make recommendations
- Develop Process and review MOU with Grantee
- Review and make recommendations regarding MOU with Prevention

ACTION

Include in other objectives:

Review Policies and Procedure manual as needed.

Review By-Laws as needed

ACTION

It is suggested that at the end of the evaluation a section be added for comments that could cover areas not included in the evaluation and may be added to the MOU.

ACTION – ALLGAIER/PILLATZKE

Vote – to reject proposed Draft Policy Regarding Advocacy Reports
Unanimous

Council Support Directives

ACTION – Council Support

Establish a meeting between Council Co-chairs of CARE and HPPC to discuss MOU versus policy and procedure.

9. Review of MOU and Develop Review Process

ACTION - Council Support

Place this item as a vote on next meeting agenda

8. Review and Discussion on Council Structure

ACTION - Council Support

Bring one section of 3 yr plan and copy of old survey



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

► Thursday, April 5th, 2007 ◄
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

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- | | | |
|---|-----------|------|
| 1. Introductions | Group | 4:30 |
| 2. Review/Approve Agenda | Group | 4:33 |
| 3. Review/Approve <i>March 1, 2007 minutes</i> | Group | 4:35 |
| 4. Announcements | Group | 4:37 |
| 5. Public Comment | Public | 4:40 |
| 6. Steering Committee Update | Co-chairs | 4:45 |
| 7. Review Draft MOU between CARE and Prevention Councils – VOTE | Group | 4:55 |

The Committee will review and make any necessary recommendations for changes to the Draft MOU between CARE and Prevention Councils/POI Committee

- | | | |
|---|-----------------------|------|
| 8. Review of 2007 Work Plan & Comprehensive Plan Implementation | Group | 5:15 |
| 9. Review and Discussion on Council Structure | Group | 5:30 |
| <i>Developing a timeline for action</i> | | |
| 10. Review of MOU (between DPH and CARE Council) and Develop Review Process | Council Support/Group | 5:45 |

Review MOU evaluation draft tools

- | | | |
|--|-------|------|
| 11. Quarterly Review and Discussion of Council Evaluations | Group | 6:00 |
| 12. Discussion and possible Vote to move regular committee dates - VOTE | Group | 6:15 |
| 13. Next Meeting Date & Agenda Items | Group | 6:20 |
| • <i>The next meeting will be 4:30 – 6:30, Thursday, May 3rd, 2007. 25 Van Ness, Room 330B, San Francisco.</i> | | |

- | | |
|-----------------|------|
| 14. Adjournment | 6:30 |
|-----------------|------|

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HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE
DRAFT NOTES

► Thursday, April 5th, 2007 ◀
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

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Committee Members Present: Allgaier (Co-chair), Antonetty

Committee Members Absent: Brown (LOA), Spaeth (Co-chair), Oropeza (Excused), Pillatzke

Other Council Members Present: Pearce

Others Present: Michael Paquette (HPPC), Aimee Crisostomo (Harder & Co.)

Council Support Staff: Enrique Asis, Michelle San Pedro

1. Introductions

CM Allgaier (Co-Chair) called the meeting to order at 4:30 PM and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was not reviewed and approved because quorum was not established.

3. Review/Approve March 1st, 2007 Minutes

The March 1st, 2007 Minutes were not reviewed or approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The Steering Committee Update was not presented because quorum was not established.

7. Review Draft MOU between CARE and Prevention Councils—VOTE

CM Allgaier presented the document "MOU of Understanding between the HIV Prevention Planning Council (HPPC) and HIV Health Services Planning Council (HSPC) Regarding POI Committee" and pointed out changes made.

Three points are to be added to the document:

https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/Policy and Evaluation May Meeting Notice.EML/1_multipart_xF8FF_3_Apr 05 2007 PE draft minutes.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/Apr 05 2007 PE draft minutes.doc?attach=1

1. Clarify that SF DPH will have one vote at meetings
2. Clarify the attendance policy
3. Whenever there is a change in leadership, they must review and sign the document.

Ms. Crisostomo (Harder & Co.) will make these changes to the document and forward the updated document to the Prevention Council, CM Allgaier (Co-Chair), and Mr. Newby.

ACTION ITEM

There was no vote on the Draft MOU between CARE and Prevention Councils because quorum was not established. Ms. Crisostomo and Mr. Paquette will present the changes made to the MOU to HPPC, and based upon their discussion with HPPC, Ms. Crisostomo will contact Mr. Newby and the vote may be forwarded to the Steering Committee.

8. Review of 2007 Work Plan & Comprehensive Plan Implementation

Postponed until the next committee meeting.

9. Review and Discussion on Council Structure

CM Allgaier (Co-Chair) suggests that the Steering Committee to hold off open enrollment to new committees until the evaluation results are assessed and implemented.

ACTION ITEM - COUNCIL SUPPORT

Summarize important, relevant parts of the New Ryan White CARE Act, including the three year plan and present information at the next P&E Committee meeting.

Considerations:

- What new seats/changes of the CARE Act affect the structure of the council?
- How will HSPC deliver the goals of the CARE Act?
- How do the CARE Act changes affect the Assessment Tool?
- Include recommendations that come from previous structure evaluation

10. Review of MOU (between DPH and CARE Council) and Develop

The assessment tool is to be filled out by three people: A Co-Chair of the HSPC, SF DPH representative, and Mr. Newby.

ACTION ITEM

[https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/Policy and Evaluation May Meeting Notice.EML/1_multipart_xF8FF_3_Apr 05 2007 PE draft minutes.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/Apr 05 2007 PE draft minutes.doc?attach=1](https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/Policy%20and%20Evaluation%20Meeting%20Notice.EML/1_multipart_xF8FF_3_Apr%2005%202007%20PE%20draft%20minutes.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/Apr%2005%202007%20PE%20draft%20minutes.doc?attach=1)

Because quorum was not established, forward the Assessment Tool to the Steering Committee for a vote.

11. Quarterly Review and Discussion of Council Evaluations

Mr. Asis presented the Council Evaluations from December 2006-March 2007.

12. Discussion of possible Vote to move regular committee dates– VOTE

The item was tabled.

13. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, May 3rd, 2007. 25 Van Ness, Room 330B, San Francisco.*

14. Adjournment

CM Allgaier (Co-Chair) adjourned the meeting at 5:45 PM.

ACTION ITEMS

- There was no vote on the Draft MOU between CARE and Prevention Councils because quorum was not established. Ms. Crisostomo and Mr. Paquette will present the changes made to the MOU to HPPC, and based upon their discussion with HPPC, Ms. Crisostomo will contact Mr. Newby and the vote may be forwarded to the Steering Committee.
- Forward the MOU Assessment Tool to the Steering Committee for a vote.

ACTION ITEMS COUNCIL STAFF

- Summarize important, relevant parts of the New Ryan White CARE Act, including the three year plan and present information at the next P&E Committee meeting.

Considerations:

- What new seats/changes of the CARE Act affect the structure of the council?
- How will HSPC deliver the goals of the CARE Act?
- How do the CARE Act changes affect the Assessment Tool?
- Include recommendations that come from previous structure evaluation
- **Steering Committee Agenda Item:**
MOU Assessment Tool



HIV Health Services Planning Council
POLICY AND EVALUATION COMMITTEE DRAFT NOTES
Thursday, May 3rd, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330A
4:30 - 6:30 pm

Council Members Present: Allgaier (Co-chair), Spaeth (Co-Chair)

Council Members Absent: Antonetty, Oropeza (Excused)

Other Council Members Present: None

Others Present: None

Council Support Staff Present: Enrique Asis, Michelle San Pedro

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1. Introductions

CM Allgaier called the meeting to order at 4:30 P.M. and everyone introduced themselves. There was no quorum.

2. Review/Approve Agenda

The Agenda was not reviewed and approved because quorum was not established.

3. Review/Approve *March 1, 2007 minutes, April 5, 2007 Notes*

The March 1st, 2007 Minutes and April 5th, 2007 Notes were not reviewed and approved because quorum was not established.

4. Announcements

- Billie Jean Kanios has resigned from the Planning Council.
- Two bills in Congress:
 - Early Treatment for HIV Act (ETHA) which would expand Medicaid eligibility to include People Living with HIV (PLWH) who are without disabilities.
 - SB 1103 Helping Fill the Medicare Gap Act 2007; also known as HB Medicare Part D Improvement Act 2007

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. Review of 2007 Ryan White CARE Act Summarization and 3 year plan consideration regarding Council Structure and Timeline

This item has been postponed until next month's meeting.

8. Review of 2007 Work Plan & Comprehensive Plan Implementation

Discussion items presented include:

- Consider having 2 standing committees and another 2 committees which change their focus each year as needed by the Council (fluid committees).
- Evaluate Council only once a year like a Task Force, rather than have it be a committee.
- Once policies are in place, there may not be a need for Policy Committee; most work can be responsibility of Steering Committee.
- Caucus should meet quarterly instead of monthly.
- Strategic planning with new council members first:
 - CM Allgaier will get feedback from New Council Members at their Full day Orientation with a "Council Structure Discussion (and expectations)" and present the collected data at the June committee meeting.
 - CM Allgaier will ask New Council Members what their expectations are, how do they see their role on the council, what are the areas do they want to focus on personally
- Committee to hold a focus group in July with veteran council members along the same lines as the "Council Structure Discussion" with new council members.
- Have persons with Hepatitis C categorized under "severe need" population
- Retention issues: boredom, bureaucracy, lack of a sense of belonging, don't feel a sense of making a difference
- Timeline of cultural competency will help restructuring

9. Review of MOU – Next Steps

Suggestions presented include:

- Administer tool twice (first self assessment and then assessment of partner) with Mid-June deadline and let Mr. Asis collate the information so that committee can look at results in July meeting.
- Any information from the assessment and any changes to MOU will be reviewed in July, then forward to Steering to forward to AIDS office.

ACTION ITEM

Move MOU to Steering Committee.

10. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, June 7th, 2007. 25 Van Ness, Room 330B, San Francisco.*
- Review and approve March 1st, 2006 Minutes, April 5th, 2007 Notes and May 3rd Notes.
- Review of 2007 Ryan White CARE Act Summarization and 3 year plan consideration regarding Council Structure and Timeline.
 - Research how other EMAs structure their respective Councils.

11. Adjournment

CM Allgaier adjourned the meeting at 6:00 P.M.

HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

► **Thursday, May 3rd, 2007** ◄
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

2:30 p.m. mst
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|---|-----------|------|
| 1. Introductions | Group | 4:30 |
| 2. Review/Approve Agenda | Group | 4:33 |
| 3. Review/Approve <i>March 1, 2007 minutes, April 5, 2007</i> Notes | Group | 4:35 |
| 4. Announcements | Group | 4:37 |
| 5. Public Comment | Public | 4:40 |
| 6. Steering Committee Update | Co-chairs | 4:45 |
| 7. Review of 2007 Ryan White CARE Act Summarization and 3 year plan consideration regarding Council Structure and Timeline | Group | 4:50 |
| <ul style="list-style-type: none">• New seats/changes of the CARE Act affecting the structure of the council• Determining how to deliver the goals of the CARE Act• New CARE Acts effect on the Planning Council Assessment Tool• Recommendations from previous structure evaluation• Assess CARE Act changes to determine whether modifications of MOU with Grantee are needed | | |
| 8. Review of 2007 Work Plan & Comprehensive Plan Implementation | Group | 5:05 |
| 9. Review of MOU – Next Steps | Group | 5:25 |
| 10. Next Meeting Date & Agenda Items | Group | 5:35 |
| <ul style="list-style-type: none">• <i>The next meeting will be 4:30 – 6:30, Thursday, June 7th, 2007. 25 Van Ness, Room 330B, San Francisco.</i> | | |
| 11. Adjournment | | 5:40 |

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HIV Health Services Planning Council
POLICY AND EVALUATION COMMITTEE NOTES
Thursday, May 3rd, 2007
San Francisco Department of Public Health
25 Van Ness Avenuc, 3rd Floor, Room 330A
4:30 - 6:30 pm

Council Members Present: Allgaier (Co-chair), Spaeth (Co-Chair)

Council Members Absent: Antonetty, Oropeza (Excused)

Other Council Members Present: None

Others Present: None

Council Support Staff Present: Enrique Asis, Michelle San Pedro

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1. Introductions

CM Allgaier called the meeting to order at 4:30 P.M. and everyone introduced themselves. There was no quorum.

2. Review/Approve Agenda

The Agenda was not reviewed and approved because quorum was not established.

3. Review/Approve *March 1, 2007 minutes, April 5, 2007 Notes*

The March 1st, 2007 Minutes and April 5th, 2007 Notes were not reviewed and approved because quorum was not established.

4. Announcements

- Billie Jean Kanios has resigned from the Planning Council.
- Two bills in Congress:
 - Early Treatment for HIV Act (ETHA) which would expand Medicaid eligibility to include People Living with HIV (PLWH) who are without disabilities.
 - SB 1103 Helping Fill the Medicare Gap Act 2007; also known as HB Medicare Part D Improvement Act 2007

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. Review of 2007 Ryan White CARE Act Summarization and 3 year plan consideration regarding Council Structure and Timeline

This item has been postponed until next month's meeting.

8. Review of 2007 Work Plan & Comprehensive Plan Implementation

Discussion items presented include:

- Consider having 2 standing committees and another 2 committees which change their focus each year as needed by the Council (fluid committees).
- Evaluate Council only once a year like a Task Force, rather than have it be a committee.
- Once policies are in place, there may not be a need for Policy Committee; most work can be responsibility of Steering Committee.
- Caucus should meet quarterly instead of monthly.
- Strategic planning with new council members first:
 - CM Allgaier will get feedback from New Council Members at their Full day Orientation with a “Council Structure Discussion (and expectations)” and present the collected data at the June committee meeting.
 - CM Allgaier will ask New Council Members what their expectations are, how do they see their role on the council, what are the areas do they want to focus on personally
- Committee to hold a focus group in July with veteran council members along the same lines as the “Council Structure Discussion” with new council members.
- Have persons with Hepatitis C categorized under “severe need” population
- Retention issues: boredom, bureaucracy, lack of a sense of belonging, don’t feel a sense of making a difference
- Timeline of cultural competency will help restructuring

9. Review of MOU – Next Steps

Suggestions presented include:

- Administer tool twice (first self assessment and then assessment of partner) with Mid-June deadline and let Mr. Asis collate the information so that committee can look at results in July meeting.
- Any information from the assessment and any changes to MOU will be reviewed in July, then forward to Steering to forward to AIDS office.

ACTION ITEM

Move MOU to Steering Committee.

10. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, June 7th, 2007. 25 Van Ness, Room 330B, San Francisco.*
- Review and approve March 1st, 2006 Minutes, April 5th, 2007 Notes and May 3rd Notes.
- Review of 2007 Ryan White CARE Act Summarization and 3 year plan consideration regarding Council Structure and Timeline.
 - Research how other EMAs structure their respective Councils.

11. Adjournment

CM Allgaier adjourned the meeting at 6:00 P.M.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

► Thursday, June 7th, 2007 ◀

San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

3:45 pm msf
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|--|-----------|------|
| 1. Introductions | Group | 4:30 |
| 2. Review/Approve Agenda | Group | 4:33 |
| 3. Review/Approve <i>March 1, 2007 minutes, April 5, 2007</i> Notes and May 3 rd Notes | Group | 4:35 |
| 4. Announcements | Group | 4:37 |
| 5. Public Comment | Public | 4:40 |
| 6. Steering Committee Update | Co-chairs | 4:45 |
| 7. Review/Discussion of Council Structure Evaluation Timeline/Framework/Tasks | Group | 4:50 |
| 8. Review of 2007 Work Plan & Comprehensive Plan Implementation | Group | 5:45 |
| 9. Next Meeting Date & Agenda Items | Group | 5:55 |
| <ul style="list-style-type: none">The next meeting will be 4:30 – 6:30, Thursday, July 5th, 2007. 25 Van Ness, Room 330B, San Francisco. | | |
| 10. Adjournment | | 6:00 |

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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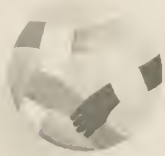
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Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the internet at <http://www.dph.sf.ca.us/Meetings/meetings.htm>.

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT MINUTES

Thursday, June 7th, 2007

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

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Committee Members present: Randy Allgaier (Co-chair), Sparkie Spaeth (Co-chair), Tracy Brown, Margot Antonetty, Veronica Pillatzke

Committee Members absent: None

Other Council Members present: Steve Manley

Others present: Francine Austin (SF DPH HHS)

Council Support Staff: Jack Newby, Lili Belo

1. Introductions

Meeting is called to order at 4:40 p.m. by CM Allgaier (Co-chair) and everyone introduces themselves.

2. Review/Approve Agenda

The Agenda is reviewed and approved by consensus.

3. Review/Approve *March 1, 2007 minutes, April 5, 2007 Notes and May 3rd Notes*

March 1st minutes were reviewed and approved by consensus.

April 5th notes were reviewed and approved by consensus.

May 3rd notes were not approved as not enough CM members were present at this meeting to approve the minutes.

4. Announcements

- Memorandum of Understanding (MOU) will be put off for 60 days. CARE Council structure was not able to be discussed at the new member orientation following the budget cuts.
- The Budget Committee meeting and press conference is announced for next Wednesday the 13th at 1:00 pm.
- Mayor proposes backfilling \$3.8 million for CARE losses fiscal year 07/08 while the Budget Committee proposes backfilling an additional \$4 million. Other strategies of obtaining alternative funding were discussed.

5. Public Comment

There was no public comment.

6. Steering Committee Update

Steering reviewed proposals for 75/25 budget which was then approved at the Planning Council.

7. Review/Discussion of Council Structure Evaluation Timeline/Framework/Tasks

The central purpose of the Policy and Evaluation Committee whereby the committee discussed recommendations regarding CARE Council structure.

- Issues that should be considered in council structure include:
 1. *Retention*
 2. *Money,*
 3. *Recruitment,*
 4. *Reauthorization,*
 5. *Consumer participation, input and integration,*
 6. *Goals of the 3-year plan and the efficacy of the structure,*
 7. *Patient and care issues,*
 8. *Investment,*
 9. *Motivation*
- Member retention and involvement in the council committees was considered the main discussion topic. Several strategies were explored to address this area and gather information to assess them.
 - The possible strategies discussed were:
 - Online surveys
 - Interviews and focus groups comprised of consumers (long term and new consumers), former members, members on leave, 'veteran' members (more than 2 years on the Council), and new members.
- Council members agreed that the most promising strategy would be focus groups.
 - Focus groups should be diverse as well as specific to address individual issues.
 - Focus groups should discuss member retention, why members have left and/or why they joined the council.

Developing the instrument and collecting the data:

- The Committee discussed factors involved in developing focus groups and collecting data.
 - The resources and abilities of council support were noted.
 - Possibly working with a grantee was discussed, including how to involve the grantee in the process and data interpretation.

- Each member of the committee will research models from various councils (i.e. The SF HIV Prevention Planning Council (HPPC)) and present them at the next meeting. These models will be considered and later used as possible council structure options during the focus groups.
- The Committee will work with council support to pull together some existing questions and surveys to be used in the focus groups.
- Also discussed was a potential timeframe for developing the focus groups, collecting the data and preparing their recommendations on the council structure.
 - The instrument to collect data will be developed and a possible announcement regarding participation in focus groups will be presented to the Council during the months of June and July.
 - Dates for the final recommendation have not yet been determined.

8. Review of 2007 Work Plan & Comprehensive Plan Implementation

Council Support looked at the reauthorized CARE Act and how that would impact Council policy or structure:

- HRSA (see handout) requires having a member from a federally recognized Indian tribe and an individual co-infected with Hep C and HIV. The CARE Council recently approved a member from the Navajo Tribe, thereby putting the council in compliance with HRSA.
- Memorandum (see handout): the next Needs Assessment meeting will consider severity of needs, core medical services, how categories are defined, and possibly adding services like medical nutrition therapy.
 - Low-income eligibility will be defined.
 - Core medical services also include co-occurring conditions and should include Hepatitis.
 - Support services may also need to be redefined.
 - Policy change and carry-over funds spending to be reviewed. The 3-year plan may not have the funding and should be revisited.
 - MOU review, language of MOU to be reviewed and clarified.
 - Needs Assessment and Grantee Assessment changes.
 - The 3-year plan included increasing client self-management: address how will this be done and what funds will be used.
 - Late testers to be presented to prevention planning council to determine if the council wants to do its own late testers study.
 - Literature review for inconsistent care populations, however there is a lack of funds for all these items mentioned in the 3-year plan.
- Kaiser (see hand-out): review of information on legislation and implementation.
- Implementation issues surrounding the 3-year plan are to be discussed and reviewed.

- Work on the issues in the Memorandum and the 3-year plan will begin at the next meeting.

9. Next Meeting Date & Agenda Items

The next meeting date will be July 12th, 2007.

Agenda Items

- Work on the issues in the Memorandum of Understanding and the 3-year Plan will begin at the next meeting.

10. Adjournment

Meeting adjourned at 6:28 p.m.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT MINUTES

Thursday, July 12th, 2007

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

Committee members present: Margot Antonetty, Sparkie Spaeth

Committee members absent: Veronica Pillatzke (LOA), Randy Allgaier, Tracy Brown

Other Council members present: none

Others present: Francine Austin

Council Support Staff: Jack Newby, Enrique Asis, Lili Belo

1. Introductions

Meeting was called to order by CM Spaeth at 4:45 PM. Quorum was not established.

2. Review/Approve Agenda

The Agenda was reviewed, but was *not approved*.

3. Review/Approve June 7, 2007 Minutes

The June 7th, 2007 Minutes were reviewed, but were *not approved*.

4. Announcements

Community Planning Meeting to be held, exact dates and times to be announced

5. Public Comment

There was no public comment

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6. Steering Committee Update

The Steering Committee meeting will be on Monday, July 16th.

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7. Cultural Competency

The Committee reviewed and discussed its role in the cultural competency work of the Planning Council and how that may inform decisions regarding CARE Council structure.

Cultural Competency process will assist in ascertaining what works and what doesn't work in terms of Council Structure.

A Consultant has been involved in the assessment of the CARE Council and in developing recommendations for the structure.

Individual assessments, half day trainings, focus groups and Committee assessments will be part of the Cultural Competency process. These elements are currently being discussed with a consultant.

The Policy and Evaluation Committee will recommend to the Steering Committee that no CARE Council reorganization take place until January, 2008.

8. Discussion of Different Models of Organizational Structure

Some structure examples included inviting community input and participation in the Committees, short term work groups and more frequent Full Council meetings.

Various Planning Councils were described and discussed, including those from New York City and Los Angeles.

9. MOU between Grantee and Planning Council – setting timeline for MOU Review and possible revision

Timeline was discussed for MOU review and possible revision.

Recommendation that a MOU go to the Steering Committee on Monday, July 16th.

10. Review of 2007 Work Plan & Comprehensive Plan Implementation

The 2007 Work Plan was reviewed.

11. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, August 2nd, 2007, 25 Van Ness, Room 330B, San Francisco.*

12. Adjournment

Meeting was adjourned at 5:20 PM.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT MINUTES

Thursday, July 12th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

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Committee members present: Margot Antonetty, Sparkie Spaeth
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Other Council members present: none
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Council Support Staff: Jack Newby, Enrique Asis, Lili Belo

1. Introductions

Meeting was called to order by CM Spaeth at 4:45 PM. Quorum was not established.

2. Review/Approve Agenda

The Agenda was reviewed, but was *not approved*.

3. Review/Approve *June 7, 2007 Minutes*

The June 7th, 2007 Minutes were reviewed, but were *not approved*.

4. Announcements

Community Planning Meeting to be held, exact date and time to be announced.

5. Public Comment

There was no public comment.

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10. Review of 2007 Work Plan & Comprehensive Plan Implementation

The 2007 Work Plan was reviewed.

11. Next Meeting Date & Agenda Items

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12. Adjournment

Meeting was adjourned at 5:20 PM.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE
DRAFT AGENDA

Thursday, August 2nd, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 5th Floor, Conference Room
4:30 - 6:30 pm

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| 1. Introductions | Group | 4:30 |
| 2. Review/Approve Agenda | Group | 4:33 |
| 3. Review/Approve <i>June 7, 2007 Minutes and July 12, 2007 Notes</i> | Group | 4:35 |
| 4. Announcements | Group | 4:37 |
| 5. Public Comment | Public | 4:40 |
| 6. Steering Committee Update | Co-chairs | 4:45 |
| 7. Discussion of Cultural Competency and Different Models of Organizational Structure | Group | 4:50 |
| <i>The committee will review and discuss its role in the cultural competency work of the Planning Council and how that may inform decisions regarding council structure</i> | | |
| 8. Review of 2007 Work Plan & Comprehensive Plan Implementation | Group | 5:30 |
| 9. Quarterly Review and Discussion of Council Evaluations | Group | 5:45 |
| 10. Next Meeting Date & Agenda Items | Group | 6:00 |
| • <i>The next meeting will be 4:30 – 6:30, Thursday, September 6, 2007, 25 Van Ness, Room 330B, San Francisco.</i> | | |
| 11. Adjournment | | 6:15 |

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Items 1 to 1 of 1



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Policy and Evaluation Meeting Cancellation

Ray West [rwest@shanti.org]

To: SF Docs**Cc:**

Thu 8

The Policy and Evaluation Meeting planned for this afternoon has been cancelled due to unforeseen circumstances.

Best regards,

Ray West

Administrative Coordinator
HIV Health Services Planning Council
730 Polk Street 3rd Floor
San Francisco, CA 94109
415.674.4768
415.674.0373 fax
www.sfccarecouncil.org



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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

Thursday, September 6th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 5th Floor, Conference Room
4:30 - 6:30 pm

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| <i>The committee will review and discuss its role in the cultural competency work of the Planning Council and how that may inform decisions regarding council structure</i> | | |
| 8. Review of 2007 Work Plan & Comprehensive Plan Implementation | Group | 5:30 |
| 9. Council Evaluations | Group | 5:45 |
| 10. Next Meeting Date & Agenda Items | Group | 6:15 |
| <ul style="list-style-type: none"><i>The next meeting will be 4:30 – 6:30, Thursday, October 4th, 2007, 25 Van Ness, Room 330B, San Francisco.</i> | | |
| 11. Adjournment | | 6:30 |

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT NOTES

Thursday, September 6th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 5th Floor, Conference Room
4:30 - 6:30 pm

Committee Members Present: Allgaier (Co-Chair), Spaeth (Co-Chair)

Committee Members Absent: Antonetty, Olgin, Pillatzke (LOA)

Other Council Members Present: None

Others Present: Michelle Long (SF DPH HHS)

Council Support Staff: Jack Newby, Ray West, Enrique Asis

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1. Introductions

The meeting was called to order at 5:05 by CM Allgaier and there was no quorum.

2. Review/Approve Agenda

The Agenda was reviewed but not approved.

3. Review/Approve *June 7, 2007 Minutes and July 12, 2007 Notes*

The Minutes and Notes were not reviewed or approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee update.

7. Discussion of Cultural Competency and Different Models of Organizational Structure

The committee reviewed and discussed its role in the cultural competency work of the Planning Council and how that may inform decisions regarding council structure

Also discussed:

- the relationship of the PLWHA Caucus and its role with the Council.

8. Review of 2007 Work Plan & Comprehensive Plan Implementation

This item was not discussed.

9. Council Evaluations

Enrique Asis, Council Support Staff, presented the 2007 Summit evaluation submitted by Susan Strong, Strong Consulting for the Committee review.

Discussion included a general overview of the 2007 Summit evaluation outcomes.

Further discussion focused on the overall full CARE Council meeting evaluations for the prior three (3) months.

10. Next Meeting Date & Agenda Items

The next meeting will be 4:30 – 6:30, Thursday, October 4th, 2007, 25 Van Ness, 5th Floor Conference Room, San Francisco.

Agenda Items:

- June 7, 2007 Minutes
- July 12, 2007 Notes
- September 6, Notes

11. Adjournment

The meeting adjourned at 6:00 p.m.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

Thursday, October 4th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
4:30 - 6:30 pm

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1. Introductions Group 4:30
2. Review/Approve Agenda Group 4:33
3. Review/Approve *June 7, 2007 Minutes and July 12, 2007 Notes and September 6, 2007 Notes* Group 4:35
4. Announcements Group 4:37
5. Public Comment Public 4:40
6. Steering Committee Update Co-chairs 4:45
7. Discussion of Cultural Competency and Different Models of Organizational Structure Group 4:50
The committee will review and discuss its role in the cultural competency work of the Planning Council and how that may inform decisions regarding council structure
8. Review of 2007 Work Plan & Comprehensive Plan Implementation Group 5:30
9. Council Evaluations Group 5:45
10. Discussion and Status Review Regarding SF DPH HHS / SF HHS Planning Council Memorandum of Understanding (MOU) Group 6:05
11. Next Meeting Date & Agenda Items Group 6:15
 - *The next meeting will be 4:30 – 6:30, Thursday, November 1st, 2007, 25 Van Ness, 5th Floor Conference Room, San Francisco.*
12. Adjournment 6:30

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730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, HIV Health Services
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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

Thursday, October 4th, 2007

San Francisco Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30 - 6:30 pm

DRAFT NOTES

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Committee Members Present: Allgaier (Co-Chair), Spaeth (Co-Chair), Veronica Pillatzke

Committee Members Absent: Antonetty, Brown, Evans, Hoffman, Olgin, Ramos

Other Council Members Present: Manley

Others Present: Francine Austin, (SF DPH HHS)

Council Support Staff Present: Jack Newby, Enrique Asis, Channing Wayne

1. Introductions

The meeting was called to order at 4:32 by Co-Chair Allgaier and everyone introduced themselves. Quorum was not established.

2. Review/Approve Agenda

The agenda was reviewed but not approved.

3. Review/Approve *June 7, 2007 Notes and July 12, 2007 Notes and September 6, 2007 Notes*

- The June 7th notes were reviewed but not approved.
- The July 12th notes were reviewed but not approved.
- The September 6th notes were reviewed but not approved.

4. Announcements

Jack Newby introduced Channing Wayne as the new Administrative Assistant for Council Support.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update

7. Discussion of Cultural Competency and Different Models of Organizational Structure

A discussion ensued about demographics and the fact that consumers tend to migrate to the same committees. This action does not ensure that there is racial

and gender parity in committees. There are concerns about the retention of members.

Recommendation:

- A second meeting for December 13th should be scheduled

8. Review of 2007 Work Plan & Comprehensive Plan Implementation

This item was postponed for discussion until the next meeting.

9. Council Evaluations

Enrique Asis presented the evaluations to the committee.

Discussion included:

- How to better address the critical feedback.
- Co-Chairs should be given the feedback about the evaluation materials
- There should be a Steering Committee training of facilitators.

Recommendations:

- Council Co-chairs should have a special meeting to review the evaluations to inform and improve their facilitation of meetings once a full contingent of Co-Chairs is in place.
- The new Steering Committee after January 2008 will participate in facilitation training for its members. Council Support will manage the logistics and will recommend an outside contractor.
- Require a full training of Roberts Rules for all Council Members.

10. Discussion and Status Review Regarding SF DPH HHS / SF HHS Planning Council Memorandum of Understanding (MOU)

Committee members present reviewed and discussed the MOU.

Discussion included:

- Item No. 3, Communications of the MOU needs further exploration.
- Whether or not Co-Chairs are being made aware of the time commitment involved and there be greater scrutiny in conveying this message.
- Whether members and invited guests were getting adequate lead time of changes in the schedule so that they can arrange their schedules and be prepared.
- Consistent feedback from Council Members that getting information from the AIDS office or Support not until the meeting is disrespectful and problematic.

11. Next Meeting Date & Agenda Items

Next Agenda

- Review/Approve *June 7, 2007 Notes and July 12, 2007 Notes and September 6, 2007 Notes*

The next meeting will be 4:30 – 6:30, Thursday, November 1st, 2007, 25 Van Ness, 5th Floor Conference Room, San Francisco.

12. Adjournment

The meeting was adjourned at 6:40 pm.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

Thursday, November 1st, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 5th Floor Conference Room
4:30 - 6:30 pm

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The committee will review and discuss its role in the cultural competency work of the Planning Council and how that may inform decisions regarding council structure
8. Review of 2007 Work Plan & Comprehensive Plan Implementation Group 5:30
9. Council Evaluations Group 5:45
10. Discussion and Status Review Regarding SF DPH HHS / SF HHS Planning Council Memorandum of Understanding (MOU) - VOTE Group 6:05
 - Approve Committee Conclusions for MOU
11. Next Meeting Date & Agenda Items Group 6:20
 - *The next meeting will be 4:30 – 6:30, Thursday, December 6th, 2007, 25 Van Ness, Room 330 B, San Francisco.*
12. Adjournment 6:30

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE
DRAFT MINUTES

Thursday, November 1st, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 5th Floor Conference Room
4:30 - 6:30 pm

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Committee Members Present: Allgaier (Co-Chair), Hoffman, Pillatzke, Ramos, Spaeth (Co-Chair)

Committee Members Absent: Antonetty, Brown, Evans, Olgin

Other Council Members Present: Andrews, Manley, Banks, Siron

Others Present: Francine Austin (DPH), Veronica Neal (Independent Consultant)

Council Support Staff Present: Jack Newby, Enrique Asis, Channing Wayne

1. Introductions

The meeting was called to order by Co-Chair Allgaier at 4:35 PM and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve June 7, 2007 Minutes and July 12, 2007 Notes and September 6, 2007 Notes and October 4th, 2007 Notes

- The June 7, 2007 Minutes were reviewed and approved.
- The July 12, 2007 Notes were reviewed and approved.
- The September 6, 2007 Notes were reviewed and approved.
- The October 4, 2007 Notes were reviewed and approved.

A proposal was made to approve all minutes and notes en masse and approved unanimously.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no steering committee update.

7. Discussion of Cultural Competency and Different Models of Organizational Structure

A PWA Focus Group was held. Discussion included:

- The inclusion of consumers in active roles including leadership.
- Consumers not feeling included in decision making.
- A suggestion was made that one of the committee's two Co-Chairs be a PWA

Other discussion included:

- A comment made that quorum is not being met consistently and that the committees are not as effective as they could and/or should be.
- A question of how the meetings could be a more friendly and inclusive experience was asked.
- A concern was expressed that money had not been sent to Bayview/Hunters Point. This concern was answered that the Council's obligations are to set funding for CARE dollars and the HHS distributes them.

Veronica Neal presented data from the Cultural Competency Training. The data included:

- There are issues of trust.
- How do we make training an appropriate experience for those who do not have the same background as others?
- How do we build a culture that everyone feels a part of?
- Cultural Competency is quality assurance.

8. Review of 2007 Work Plan & Comprehensive Plan Implementation

This item was not discussed.

9. Council Evaluations

This item was not discussed.

10. Discussion and Status Review Regarding SF DPH HHS / SF HHS Planning Council Memorandum of Understanding (MOU) - VOTE

There were three recommended changes made regarding the SF DPH HHS/ SF HIV Health Services Planning Council Memorandum of Understanding (MOU) to reflect:

- Restructuring of the DPH, there is no longer an AIDS Office and the language needs to be changed to accommodate the new structure.
- Clearly define the grantee and the Planning Council's shares of the overall administration costs in order to comply with the provision of the Ryan White Treatment and Modernization Act of 2006 which requires that both grantee administration and Council Support be a

part of the administration line item that is capped at 10% of the total grant award.

- The Council's role as an advisory body for HIV /AIDS Care funding (S. F. General Funds) in addition to its legislative authority to prioritize and allocate Ryan White Part A and Part B.

Also recommended for follow-up of MOU Assessments:

- A conversation is needed about issue between HHS and the Council regarding the timeliness of information being shared. The Council feels this behavior to be disrespectful and HHS feels that the response is disrespectful from the Council.

Action

Motion- To recommend the above changes in the MOU (Spaeth/Pillatze)

Vote

Ayes-8

Nays - 1 (Banks)

Motion Passes

11. Next Meeting Date & Agenda Items

- The next meeting will be 4:30 – 6:30, Thursday, December 6th, 2007, 25 Van Ness, Room 330 B, San Francisco.
- Items to be discussed are ideas from the Cultural Competency presentation by Veronica Neal.

12. Adjournment

The meeting was adjourned by Co-Chair Allgaier at 6:20 PM.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

Thursday, December 6, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 - 6:30 pm

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1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:33
3. **Review/Approve November 1st, 2007 Minutes** Group 4:35
4. **Announcements** Group 4:37
5. **Public Comment** Public 4:40
6. **Steering Committee Update** Co-chairs 4:45
7. **Council Structure Discussion and Proposals** Group 4:50
The committee will discuss recommendations regarding CARE Council structure.
8. **Next Meeting Date & Agenda Items** Group 6:15
 - *The next meeting will be 4:30 - 6:30, Thursday, December 13th, 2007, 25 Van Ness, Room 330 B, San Francisco.*
9. **Adjournment** 6:30

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT MINUTES

Thursday, December 6, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, 5th Floor Conference Room
4:30 - 6:30 pm

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COMMITTEE MEMBERS PRESENT: Algaier (Co-Chair), Spaeth (Co-Chair), Antonetty, Pillatzke

COMMITTEE MEMBERS ABSENT: Brown, Evans, Harrison, Hoffman, Ramos

OTHER COUNCIL MEMBERS PRESENT: Andrews, Manley

OTHERS PRESENT: Michelle Long (SF DPH HHS)

COUNCIL SUPPORT STAFF PRESENT: Jack Newby, Enrique Asis, Channing Wayne

1. Introductions

The meeting was called to order at by Co-Chair Allgaier and everyone introduced themselves. Quorum was not established.

2. Review/Approve Agenda

The agenda was reviewed but not approved. Co-Chair Allgaier announced that the agenda was purposely left vague so that the committee could brainstorm ideas that would more or less be building the Council from scratch.

3. Review/Approve November 1st Minutes

The minutes were reviewed but not approved. **Announcements**
Co-Chair Spaeth announced that CM Flores was honored by Mark Leno and Carol Migden.

4. Public Comment

There was no public comment.

5. Steering Committee Update

There was no Steering Committee update.

6. Council Structure Discussion and Proposals

The Committee discussed recommendations regarding CARE Council structure. Discussion included:

- That there were specific assigned seats on the Council mandated by law
- 1/3 of the Council Members must be non-aligned consumers
- Must have a Native American from a federally recognized tribe

- Must have a co-infected individual with HIV and HEP C
- Mass emails with conversation back and forth violate the Sunshine Ordinance
- Idea was presented to do a matrix of skills for Council Members
- Where are we as a council as far as skills and what training do we need
- Revising the mentoring program
- How do we work with people who are afraid to ask questions
- A check-up with new members at regular intervals
- Suggests that some ice-breakers should be implemented instead of strictly conducting council business
- Felt it was a good idea to have available the respectful rules of engagement
- Suggested that when proposals from sub-committees are put before the full council that a presentation of the pros and cons is presented in a condensed format having both sides of the issue be presented by a Council Member from both pro and con
- Some presentations at the full council are too long. The presentation should be key points
- Suggested that a committee would sponsor the presentation and be more involved in the presentation to keep it moving along
- New council members should get feedback as to their performance as a Council Member through mentorship or coaching
- Some Council Members felt that they would like to see the raw data that lead to the conclusions that were recommended by the consultant
- It was suggested that the council should be more focused on alleviating people's suffering instead of hashing out internal problems and when do we talk about the impact of HIV on African-Americans
- How do we balance the needs of people and getting people involved, retaining members, recruit and retain a culturally diverse population on the council
- When does the process take over and become the end result
- Clear direction and instruction as to what it means to be a mentor and have a job description
- Sometimes the mentor/mentee relationship can be difficult because of time constraints, or the mentee's unwillingness for whatever reason to ask the necessary questions
- Although each committee has a mission statement, where are the barometers for monitoring the progress of whether the committee is meeting the goals of the mission?

- Perhaps instead of having 4 committees that are focused on structure and rules and regulations and only one committee that deals with the outside world and the people and the community that we are charged to help
- We need to look at the 3 year plan and monitoring the results as to whether or not the committees are meeting their mission statement
- Suggested that committees be very specific about their mission statement
- The need for a committee that deals with emerging issues mainly the impact on African-American women
- Each council meeting should have a representative of a service provider to present what is emerging in the community
- There are obviously problems with recruiting and retaining women of color
- Also suggested that although we have representatives of impacted communities, there is not equity
- There was never follow-up on the issue of transgendered persons sharing needles for hormone shots
- It was suggested that the planning committee did not need to meet monthly but perhaps quarterly
- There has been feedback from the evaluations that the meeting is clogged with information but there is not time for discussion or full understanding
- There is a core group of Council Members that run the council and there is a large number of Council Members who are disempowered and lose their voice
- This council has not practiced revolving leadership and that there needs to be a leadership mentoring program
- Leadership is not strictly limited to Co-Chairs. The leadership roles come from the voices of the people on the council that come up with good ideas
- There are 4 components: employees, organizational structure customers and key stakeholders and our work should center around these groups

7. Next Meeting Date & Agenda Item

- *The next meeting will be 4:30-6:30, Thursday, December 13th, 2007, 25 Van Ness, Room 330B, San Francisco.*

8. Adjournment

The meeting was adjourned at 6:30 PM by Co-Chair Algaier.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

Thursday, December 13, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 - 6:30 pm

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| 6. Steering Committee Update | Co-chairs | 4:45 |
| 7. Council Structure Discussion and Proposals | Group | 4:50 |
| <i>The committee will discuss recommendations regarding CARE Council structure.</i> | | |
| 8. Next Meeting Date & Agenda Items | Group | 6:15 |
| <ul style="list-style-type: none"><i>The next meeting will be 4:30 – 6:30, Thursday, January 3rd, 2008, location to be announced.</i> | | |
| 9. Adjournment | | 6:30 |

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

DRAFT MINUTES

Thursday, December 13, 2007

San Francisco Department of Public Health

25 Van Ness Avenue, Room 330B

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Committee Members Present: Allgaier (Co-Chair), Pillatzke, Ramos, Spaeth (Co-Chair), Hoffman

Committee Members Absent: Antonetty, Brown, Evans, Harrison

Other Council Members Present: Andrews, Banks, Manley (Co-Chair), Siron,

Others Present: Francine Austin (SF DPH HHS), Veronica Neal, Consultant (VAKN Diversity Consulting)

Council Support Staff: Jack Newby, Enrique Asis, Channing Wayne

1. Introductions

The meeting was called to order at 4:35 pm by Co-Chair Allgaier and everyone introduced themselves. Quorum was established at 4:45 when CM Hoffman arrived.

2. Review/Approve Agenda

The agenda was reviewed and approved unanimously.

3. Review/Approve November 1st, 2007 Minutes and December 6th, 2007 Notes

The November 1st Minutes were reviewed and approved unanimously.

The December 6th "Minutes" were reviewed approved unanimously with amendment to reflect "Notes".

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update

7. Council Structure Discussion and Proposals

The committee discussed recommendations regarding CARE Council structure.

Discussion included:

- The consultant said that this information report on Phase 1, interventions was based on written and observational data.
- The information was based on the data from the full day cultural competency training.

- The next steps are to decide what we want to come up with and how we want to reach this goal. It is a process that will take time.
- Questions were raised about how much time the council is willing to put into training as CM Banks stated that the mission of the council was to provide ideal health care for people living with HIV and AIDS and that as he reviewed the report he did not see the trends of some members feeling that the council's power lies in the hands of a select few.
- Ms. Neal stated that the focus group data was not listed in this report but she was holding off so that the full data can be implemented in the report. She is committed to providing the data as soon as possible.
- CM Allgaier stated that he did not feel comfortable making recommendations while not possessing the full data.
- Mr. Newby said that it has been very difficult setting up the focus groups as it is hard to get people together. Part of the focus groups are to empower people on the council to feel that they have a voice
- Some members felt that we should take our time and not rush the process as it is an important issue that needs to be talked through. We are getting closer to the solution
- It was suggested that the committee delay the January 3rd meeting so that the consultant can get the data ready for the committee to review before making recommendations to the full council.
- The consultant stated that due to her limited contact with the council and that she primarily was in contact with Mr. Newby, she was not aware that she was under a deadline for this community.
- She was assured that no one was faulting her. However, she requested that any calendar deadlines be given to her as far in advance as possible so that she can prepare quality products.
- It was suggested that the deadline for information be moved to the February 7th meeting so that the committee can make their recommendations for the full council meeting on February 20th. Also recommended was that the January meeting be moved until either the 10th or the 17th.
- Decided by consensus was that the January meeting would be moved from January 3rd to January 10th and that the time would be 5:30-7:30 so that Ms. Neal could make it and she could not make it until 6:30. She will present her compiled data to the committee on January 10th. The committee will then make its recommendations at the February committee meeting to present to the Steering Committee.
- The consultant was asked what the strategic planning session would be for her to make recommendations that she has made based on the data and the committee would decide whether that is deemed to be the best direction to take.
- CM Banks asked if that part of the training would be for council support, part of it was for retention. Also questions were raised as to who, based on the needs

assessment, would be making the recommendations, the Council or the Consultant.

- It was decided that during the strategic planning piece would decide if the committee even wanted to continue to work with the consultant or not.

The committee had asked for council support to provide mission statements of the committees. There are four key issues that are essential for the structure of the Council. Discussion continued regarding the structure of the council and included:

- CM Banks asked again about his idea for a Minority and Women's caucus and stated that of the 4 committees; only 1 is actually engaged in dealing with people living with HIV/AIDS (COA).
- It was clearly defined that POI is a committee that cannot be changed. Co-Chair Allgaier suggested that the 4 committees be reduced to 3 as follows:
 - A Membership Development and Support Committee.
 - Consumer Affairs Committee-to report to the Council as to the needs of the consumers
 - Government/Providers Committee-to insure that the data from DPH be disseminated and explained to the council members.
 - A Steering Committee would be made up of the council co-chairs, the co-chairs of the committees and 2 at large members as a governing board to handle issues of policy and procedures.
 - Suggested by Co-Chair Spaeth was to open the at large seats to 4.
 - Ms. Austin stated that no matter how much effort goes into making a workable structure, there will still be both real and perceived disempowerment.
 - Mr. Newby stated that these steps would be the beginning of the process and not the end. That this would be an ongoing process. The structural changes decided in this committee would be moved to the full council to oversee it.
 - Ms. Neal concurred with Ms. Austin that there will always be members of the council with power and privilege. She also stated that there needs to be a look at how do we empower the voiceless and marginalized.
 - Mr. Banks wanted to know what cultural change is and how does the council show cultural sensitivity. He felt that Ms. Neal's proposal to take away Robert's Rules was more or less saying that consumers could not understand them.
 - Ms. Neal wanted to define cultural sensitivity. Her desire is to be equitable. How does what we do empower people. She defended her idea of removing Robert's Rules because it is Western based ideology. It comes from a background of the white heterosexual man.
 - Co-Chair Allgaier replied that as far as Robert's Rules are concerned the council is under the guidelines of city and county of San Francisco and

as far as he knew it was required to use Robert's Rules because the Council is Mayoral appointed seats.

- CM Andrews asked why we have not seen information that defines the culture that we want to have. We have gotten information saying what is wrong with the culture but nowhere is it defined what we do want.
- Ms. Neal said that what she has been told was to get to a place where people feel a part of and not tokenized. Also is to not only talk about inclusion but to practice it.
- Co-Chair Manley stated that he felt that the proposed Membership Development and Support Committee was a lot of work for one committee to handle. Also he asked that if we do not use Robert's Rules, then what do we use.
- Mr. Newby stated that we must remember that everyone on the council must be committed to change and that it is not only the Membership Committee that is responsible but the whole council.
- CM Banks stated that the council needs to recognize that different members have different talents and that we should develop those talents and help people to self actualize and best provide the services to the people that we are charged to help.
- Co-Chair Allgaier explained that his proposal was not intended to overburden one committee. As a committee we have been charged with the structure part but we that the implementation would be the responsibility of the entire Planning Council.
- Ms. Austin stated that if people don't always get the rapid training and that they should be aware that the training process will continue to occur at least for a year.
- Mr. Newby stated that Robert's Rules and the Sunshine Ordinance shut some people down. It was to be researched as to whether Robert's Rules were mandated in the by-laws.

8. Next Meeting Date & Agenda Items

- The next meeting will be 5:30 – 7:30, Thursday, January 10th, 2008, location to be announced.
- Agenda Items to be included are as follows:
 - Discussion will include Co-Chair Allgaier's proposal.
 - Ms. Neal will present her findings to the committee for the committee's review.

9. Adjournment

The meeting was adjourned by Co-Chair Allgaier at 6:30 PM.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

Thursday, January 10th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
5:30 - 7:30 pm

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- | | | |
|---|-----------|------|
| 1. Introductions | Group | 5:30 |
| 2. Review/Approve Agenda | Group | 5:33 |
| 3. Review/Approve December 13th, 2007 Minutes | Group | 5:35 |
| 4. Announcements | Group | 5:37 |
| 5. Public Comment | Public | 5:40 |
| 6. Steering Committee Update | Co-chairs | 5:45 |
| 7. Council Structure Discussion and Proposals | Group | 5:50 |

The committee will discuss recommendations regarding CARE Council structure and receive input from Consultant Veronica Neal.

- Women's and Minority Affairs Caucus
- Co-Chair Allgaier's Reorganization Proposal

- | | | |
|--|-------|------|
| 8. Committee will Discuss How to Update CARE Council on Progress | Group | 7:00 |
| 9. Next Meeting Date & Agenda Items | Group | 7:15 |

- *The next meeting will be 4:30 – 6:30, Thursday, February 7th, 2008, 25 Van Ness, Room 330B, San Francisco.*

- | | |
|-----------------|------|
| 10. Adjournment | 7:30 |
|-----------------|------|

Policy & Evaluation Mission Statement

To evaluate and monitor the Council structure, activities, policies and procedures; support Council priorities and responsibilities; and facilitate the relationship between the Council and the Grantee.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

The meeting location is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71

Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center.

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For a large print copy of agenda or minutes in alternative formats, contact our office at (415) 674-4768.

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT MINUTES

Thursday, January 10th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
5:30 - 7:30 pm

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Committee Members Present: Allgaier (Co-Chair), Pillatzke, Ramos,

Committee Members Absent: Antonetty, Evans, Harrison, Hoffman, Spaeth (Co-Chair),

Other Council Members Present: Banks, Manley, Andrews, Frazier, Siron,

Others Present: Francine Austin (SF DPH HHS), Michelle Long (SF DPH HHS), Veronica Neal, (Consultant), Allison Webel (SE Health Center)

Council Support Staff: Jack Newby, Enrique Asis

1. Introductions

The meeting was called to order and everyone introduced themselves. Quorum was not established.

2. Review/Approve Agenda

The agenda was not reviewed or approved.

3. Review/Approve December 13th, 2007 Minutes

The Minutes were not reviewed nor approved.

4. Announcements

- Jack Newby announced that due to staff illness the minutes would be done via recording and it would help if all spoke clearly.
- Enrique Asis announced that the next full council meeting would be at the LGBT center and not at the State building.
- A special part of the meeting would be dedicated to a training that has been requested by new council members.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update

7. Council Structure Discussion and Proposals

The committee will discuss recommendations regarding CARE Council structure and receive input from Consultant Veronica Neal.

- Women's and Minority Affairs Caucus
 - CM Banks stated that Allison Webel of SE Health Center was to do the majority of the presentation for the Women's and Minority Affairs Caucus. However he proceeded with statistics that were considered alarming. Discussion included that :
 - 1 in 50 African-American men have HIV
 - 1 in 160 African-American women have HIV
 - 1 in 250 Caucasian men have HIV
 - 1 in 2000 Caucasian women have HIV
 - CM Banks stated that the structure of the council where 3-4 committees focus internally where only one focuses on the disease and its impact externally and that he would like this caucus to focus on the impact from an external perspective. Prospective goals of the caucus would be as follows:
 - Any CM could participate on the committee if s/he chooses
 - The agenda items would be centered on women's and minorities' issues.
 - Issues should be trans-cultural, trans-historical, culturally specific, time specific (e.g. people are now on waiting lists for services due to the fact that people are living longer with better quality of medications), gender indifferent and gender specific, women needing a safe space for anonymity
 - Also discussed is how to more fully engage people of color
 - How do we get meaningful data from providers, how do we work together with providers so that they do not feel under attack
 - How do we improve communication between CARE resources and EIP resources so that there is better communication between providers
 - Also suggested was the prospect of using non CARE services especially for substance abuse.
 - Also discussed were different tiers of marginalization as far as African-Americans are concerned where you have economic, social, educational, substance abuse and plethora of legal problems-all different types of marginalization.
 - CM Banks acknowledged that the problems would not be resolved overnight and that it would be an ongoing process

- CM Allgaier added that 1 out of 4 men who have sex with men are positive while for African-American men who have sex with men the percentage is 32%.
- Michelle Long (SF DPH HHS) was asked if there were groups that focused on just women's issues and people of color issues. She replied that there were groups that dealt with all categories and that the task of the council was to allocate funds based on the disparity of the impact on different categories
- CM Frazier stated that what he was hearing was that these were issues of cultural competency and that bringing on the consultant to help balance how we as a council respond to the marginalized populations was a needed step.
- CM Frazier also voiced his concerns that due to lack of cultural competency people are not being tested nor receiving services and treatment and if we don't do something to get people into the system for services then the situation is going to severely worsen.

At this point Allison Webel of SE Health Center arrived and began her presentation. Points raised were:

- 1/2 of the women in San Francisco that are diagnosed with HIV are African-American with all other races/ethnic groups combined making up the other 50%
- How can we as a council work with providers to get the most out of the resources to best positively impact the health of people living with HIV
- Questions were raised as to whether or not the results of needs assessments actually determine and affect the work that we do as a council

At this point Veronica Neal arrived to present her findings of the focus groups to the committee. The presentation included:

- One of the biggest themes that come from the data is that some members do not feel fully valued or that they have a working voice and there are issues of mistrust.
- The two sub themes that come forth are themes of multi-cultural accessibility and developing trust and value
- Individuals on the council who have historically been marginalized and disenfranchised are not able to feel fully part of the current structure of the council
- For example some one who is coming into the council who brings experiences such as substance abuse, multiple diagnoses, people of color do not feel that their experiences are assets to the work on the council or that they are taken seriously. There are feelings of mistrust from these members who don't feel valued or that the perception that they are merely wanted here but are not encouraged to participate fully

- How fully can a new member participate if they are unfamiliar with Robert's Rules and does this increase the feelings of mistrust and disempowerment? There were calls for additional and ongoing training on Robert's Rules.
- Another issue that came forth in the focus group data analysis was whether members are really clear on what their responsibilities are and how is the information that is given to be read and analyzed. There are issues of mistrust between agencies and resentments when information is presented late and without ample time to properly digest the data and be prepared to discuss it logically at the meetings.
- One of the principal findings was that people are committed to the cause and the mission statement and are glad to be here. Members feel very passionate about these issues and do not feel that everything is broken, some things do work and it is more about improving how things work than completely deleting the whole system.
- CM Siron questioned Ms. Neal about her opinion as to whether or not the council needed restructuring. She answered yes and wanted to clarify that although that may seem to contradict the data but that as a diversity educator, she finds that the structure is not culturally competent.
- CM Allgaier clarified about the mistrust among various layers of the council between the DPH and the council and among the various layers of the council.
- CM Banks asked about the different committee structures and what the different committees do. Ms Neal answered that Robert's Rules needs to be adjusted so that more cultural styles are represented and as far as the different committees people are not trusting of this process because people feel that decisions are being made "behind closed doors" without proper input from all members.
- Ms. Neal explained that there are always racial, sexist, classist, dynamics and that the mistrust works both ways with the marginalized person feeling not trusted or not valued and the advantaged person feeling mistrust due to the social dynamic of certain people not being able to be trusted.
- Other points that came up were:
 - How do we build trust?
 - What are some of the things we can do about communications dynamics?
 - How do we have the sensitive conversations about race, class, economics, education level, culture, gender, sexual orientation, gender identity without bruising feelings and egos?

- CM Allgaier suggested that a group of people gather before the next meeting to take the data presented this evening, the restructuring proposal of CM Allgaier, and the proposal of CM Banks and come up with some solid recommendations to bring to the next committee meeting.
- There were questions as to whether or not this constituted an off-line or back door meeting and would it further increase the feelings of mistrust or isolationism.
- It was decided by consensus that this off-line meeting would be held and that anyone who chose to participate was welcome to do so.

- Co-Chair Allgaier's Reorganization Proposal

- This item was not discussed.

8. Committee will Discuss How to Update CARE Council on Progress

This item was not discussed.

9. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, February 7th, 2008, 25 Van Ness, Room 330B, San Francisco.*

10. Adjournment

The meeting adjourned at 7:30 PM.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT NOTES

Thursday, January 10th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
5:30 - 7:30 pm

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- There were questions as to whether or not this constituted an off-line or back door meeting and would it further increase the feelings of mistrust or isolationism.
- It was decided by consensus that this off-line meeting would be held and that anyone who chose to participate was welcome to do so.

- Co-Chair Allgaier's Reorganization Proposal

- This item was not discussed.

8. Committee will Discuss How to Update CARE Council on Progress

This item was not discussed.

9. Next Meeting Date & Agenda Items

- *The next meeting will be 4:30 – 6:30, Thursday, February 7th, 2008, 25 Van Ness, Room 330B, San Francisco.*

10. Adjournment

The meeting adjourned at 7:30 PM.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE WORK GROUP DRAFT AGENDA

Thursday, January 31st, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:00 – 6:00 pm

1. **Introductions** Group 4:00
2. **Review/Approve Agenda** Group 4:03
3. **Review, discuss and develop recommendations for possible changes in Planning Council Structure for Policy and Evaluation Meeting scheduled for February 7** Group 4:06
This discussion will include proposals made at previous Policy and Evaluation meetings as well as open discussion of other proposals that could be developed by attendees.
4. **Next Meeting Date & Agenda Items** Group 5:55
 - *The next meeting of the work group will be determined. The next Policy and Evaluation meeting is scheduled for 4:30 – 6:30, Thursday, February 7th, 2008, 25 Van Ness, Room 330B, San Francisco.*
5. **Adjournment** 6:00

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE

WORK GROUP

DRAFT MINUTES

Thursday, January 31st, 2008

San Francisco Department of Public Health

25 Van Ness Avenue, Room 330B

4:00 – 6:00 pm

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Council Members Present: Allgaier, Harrison, Ramos, Andrews, Manley, Frazier, Banks

Council Support Present: Jack Newby, Channing Wayne

1. Introductions

The meeting was called to order at 4:17 PM by Co-Chair Allgaier and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review, discuss and develop recommendations for possible changes in Planning Council Structure for Policy and Evaluation Meeting scheduled for February 7

Discussion included:

- Co-Chair Allgaier announced that he had requested that Council Co-Chair Manley facilitate the meeting due to the fact that he did not want any bias (perceived or actual) to be present in the facilitation since the group was reviewing his proposal.
- One of the reasons why we embarked on this journey was to increase consumer retention on the council.
- It was recommended that there be a by-law change- that the HIV positive Co-Chair is made to be an unaffiliated consumer Council Member.
- There were three recommendations for Council Support:
 - To continue to contract with the diversity consultant.
 - To increase the training/orientation program of new members including such skills as leadership and budget reading and analysis.
 - To tighten up the mentorship program from its current loose status of people having the choice of whether or not they want a mentor, and how much time is actually spent mentoring the new members.
- There are some committees that are mandated such as POI. It was also stated that some form of a Steering and a Membership Committees should be in place.

- If we are disbanding the Policy and Evaluation Committee, Steering should absorb some of these responsibilities such as the structural and procedural issues that the Policy and Evaluation Committee now perform.
- Many of the recommendations are based upon the work of our consultant-Veronica Neal.
- One of the proposals was to make sure that any recommendations put forth from a committee include any debate that happened at that committee level so that all members feel that all voices are heard in the presentation to the full council.
- Policy and Evaluation, Community Outreach and Advocacy, and Planning would be eliminated. Two new, as yet to be named committees, would be put in their place.
- The new structure of the Steering Committee would be the Council's 3 Co-Chairs, 1 Co-Chair from each of the 4 committees, the POI Co-Chair and some number, to be determined after more discussion, of At-Large members. This would facilitate in the training and developing of leadership skills in members.
- The new structure of the Membership Committee would be to oversee the Council's activities in recruitment, training, mentorship, and leadership development.
- For the remainder of this document, the other two committees will be called Committee A and Committee B.
 - Committee A would be responsible for educating Council Members on specific underserved communities of consumers and emerging issues for consumers, bringing representatives from other agencies to do presentations and responsible for needs assessments. The specific areas of concentration could be developed annually.
 - Committee B would be responsible for educating the Council Members on issues mandated per legislation and ensuring that the Council receives information from DPH (e.g. reports and presentations from the HHS and information from providers (HAPN, Part C and D providers etc.))
- It is felt that there is not equity among the committees with the Planning Committee having too much "power" and with Community Outreach and Advocacy not having enough "power" or influence over the decisions of the council.
- It was suggested strongly that we renegotiate our MOU with Points of Integration to gain additional seats on the committee.

Questions about the recommendations included:

- How often will the diversity consultant be attending to ensure that we are not forgetting about our cultural competency goals?
- How would the "debate" in the committees be brought to the council?

- Was it thought out in terms of distribution of responsibility to the committees?

Answers included:

- The Council Director stated that it was important to have an outside consultant do this work for the council and that he planned to have the consultant at least for the next year providing coaching to the co-chairs and committee co-chairs and addressing the sensitivity of the training of consumers and keeping them involved.
- He also stated that he would like to see small focus groups in about 6 months to get feedback on how this process is working.
- As far as the debate issue was concerned, it was suggested that the presentation to the Full Council include what the debate contained and that the debate would also be included in the packet and available on-line via audio recording of the meeting.
- It was not the intent of this work group to finish with a completed document of how the committees would be organized or what responsibilities they would hold.

Other comments included:

- How do we include the needs of Underserved Populations in all committees?
- We need an in-your-face approach to how we are serving the underserved and/or disproportionately impacted populations.
- We should have representation in other arenas such as DPH through their work with groups that serve special populations.
- There should be a conscience effort to rotate members through the different committees and that the committees should have a proportionate mix of consumers and providers.
- There should be rotation of Co-Chairs so that Council Members have the opportunity to learn leadership skills.
- Let our connections with other agencies be the starting point in building relationships so that we can have an official seat at the table in these organizations.
- There was a dissenting opinion that the new structure of the committee suggested to be named the Consumer Affairs Committee was no more than an extension of the Community Outreach and Advocacy Committee- that it is not addressing the need of the consumer.
- There were many responses to this opinion; many suggesting that the proposed re-structuring was inclusive and addressed the needs of these populations.
- Rebuttal was that unless the agenda or definition of the purpose of the committee is specifically designated as a structure around the needs of women

and minorities it was not meeting the goal of meeting the needs of women and minorities.

- A question came up as to whether there was input from others into the drafting of this proposal. The response was that it was the purpose of this meeting to increase input from as many voices as possible as the meeting was announced to everyone and open to any who chose to attend to voice their concerns.
- It was stated that Veronica Neal (diversity consultant), stated that the council should have a women and minority affairs committee.
- It was asked how this committee would differ from the Community Outreach and Advocacy and it was answered that although we need to prioritize our outreach to the underserved populations, we need to still remember all populations affected by HIV.
- It was stated that issues involving women and minorities should not be relegated to one committee, but should be addressed at all levels of council structure and business.
- It was assured that in no way is this proposal the final draft and there is room for compromise as to the details such as to the name of the committee, the purpose of the committee, the function and/or responsibilities of the committee.
- It is a major concern of this group that the Policies and Procedures are not available after all of the work done to put them together.
- In regards to the orientation and training there needs to be a comprehensive packet to be read by all new council members and signed off on by the member stating that s/he has read the packet and that s/he understands it.
- The orientation process should be expanded to be about 3 months instead of the possible 3 weeks now offered.
- The orientation process should contain a presentation from each committee telling the member what exactly the committee does.
- It was then stated that if we are to give someone who may not have the level of reading skill and comprehension required to understand the material, that someone is willing to sit with them and make sure that s/he understands it.
- It was suggested that members bring suggestions to next week's meeting. Recommended suggestions are for names of the different Committees, the functions of the different Committee and how the membership of each Committee is structured.

4. Next Meeting Date & Agenda Items

- *The next meeting of the work group will be determined. The next Policy and Evaluation meeting is scheduled for 4:30 – 6:30, Thursday, February 7th, 2008, 25 Van Ness, Room 330B, San Francisco.*

5. Adjournment

The meeting was adjourned at 5:43 by Co-Chair Manley.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE
DRAFT AGENDA

Thursday, February 7th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 – 6:30 pm

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1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:33
3. **Review, discuss and develop recommendations for possible changes in Planning Council Structure and Policies and Procedures - VOTE**
Group 4:36
This discussion will include proposals made at previous Policy and Evaluation meetings and proposals developed at the 1/30/08 Work Group.
4. **Next Meeting Date & Agenda Items** Group 6:25
 - *The next meeting of the work group will be determined. The next Policy and Evaluation meeting is scheduled for 4:30 – 6:30, Thursday, March 6th, 2008, 25 Van Ness, Room 330B, San Francisco.*
5. **Adjournment** 6:30

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HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT MINUTES

Thursday, February 7th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 – 6:30 pm

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Committee Members Present: Allgaier, Ramos, Hoffman, Spaeth, Antonetty, Harrison

Committee Members Absent: Evans, Pillatzke

Other Council Members Present: Manley, Banks, Siron, Molnar

Others Present: Francine Austin (SF DPH HHS)

Council Support Staff Present: Channing Wayne, Enrique Asis,

1. Introductions

The meeting was called to order at 4:45 PM by Co-Chair Allgaier and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review, discuss and develop recommendations for possible changes in Planning Council Structure and Policies and Procedures

- The Committee reviewed and discussed the proposed recommendations for possible changes in the Council Structure and Policies and Procedures.

Action: To vote on the current document of recommended changes to the Council structure (Allgaier, Molnar).

Action: To amend the document to exclude the recommendations for Direction to Planning Council and have further discussion on these items once the vote on the matter of the original document was settled. (Antonetty, Molnar).

Vote: A roll call vote was taken.

Ayes: 11

Nays: 0

The amendment passes unanimously.

Action: To amend the document to add a preamble declaring that the 3 Committees would be disbanded. (Andrews/Molnar)

Vote: A roll call vote was taken.

Ayes: 11

Nays: 0

The amendment passes unanimously.

Action: To vote on the original document with all of the amendments. A roll call vote was taken.

Ayes: 11

Nays: 0

The motion passes unanimously.

Action: To set the at-large members of the Steering Committee at 4 members in good standing (Andrews/Molnar).

Vote: A roll call vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To use the current membership mechanism for assigning Committees be used at the March membership Committee Meeting. (Allgaier, Andrews)

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To have nominations for at-large members of the Steering Committee opened at the February Full Council meeting and lasting until the March Full Council meeting and hold elections at the March Full Council meeting. (Allgaier, Molnar)

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To allow time at the March Full Council meeting for the new Committees to meet and elect co-chairs. (Allgaier, Andrews,)

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To vote on all 4 recommendations for Direction to Planning Council as is in one vote (Siron, Banks)

Motion withdrawn.

Action: To organize a Steering Committee Retreat as soon as the new Steering Committee is seated to fine tune the Committees' responsibilities, authority and distribution of the Council's work with the goal of equity throughout the Council.

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: That Committee assignments be based on a mix of council member's interest and skills but need to respect the diversity of the Council so that there is a mix of voices in each Committee.

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: That HHSPC and HPPC negotiate a new MOU that allows additional HHSPC seats on the Points of Integration Committee to allow equity between the two Councils.

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To conduct an inventory of Council Member's affiliations with Community bodies in the city.

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: That the policy around grievances be revisited and revised with special attention to consumer concerns (Allgaier, Banks)

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To review and revise a comprehensive appeals process with special attention to consumer concerns. (Allgaier, Molnar).

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To develop a Council members' bill of rights and responsibilities that would include the application, job description, rules of respectful engagement and the policies and procedures manual. (Banks, Molnar)

Vote: A hand vote was taken.

Ayes: 11

Nays: 0


Motion passes unanimously.

4. Next Meeting Date & Agenda Items

- *The next meeting of the work group will be determined. The next Policy and Evaluation meeting is scheduled for 4:30 – 6:30, Thursday, March 6th, 2008, 25 Van Ness, Room 330B, San Francisco.*

5. Adjournment

The meeting was adjourned at 6:30 PM by Co-Chair Allgaier.



HIV Health Services Planning Council

POLICY AND EVALUATION COMMITTEE DRAFT AGENDA

Thursday, March 6, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 – 6:30 pm

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1. **Introductions** Group 4:30
2. **Review/Approve Agenda** Group 4:33
3. **Review/Approve January 10, 2008, January 31, 2008 and February 7, 2008 Minutes** Group 4:36
4. **Discussion of council reorganization transition issues.** Group 4:45
 - Which committee should undertake the responsibilities of the P & E Committee: Policies and Procedures, Council Evaluations, Grantee Assessment, Memorandum of Understanding?
5. **Discussion on reorganizing the Policy and Procedure Manual** Group 6:00
6. **Next Meeting Date & Agenda Items** Group 6:25
 - The next meeting of the work group will be determined. The next Policy and Evaluation meeting is scheduled for 4:30 – 6:30, Thursday, April 3rd, 2008, 25 Van Ness, Room 330B, San Francisco.
7. **Adjournment** 6:30

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